

**Domain:** Staff

**Section:** Personal Information

**Category:** Name

A word or series of words by which a subject is known and distinguishable.

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**0131 First Name**

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0184 Middle Name**

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0844 Middle Initial**

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0156 Last/Surname**

The name borne in common by members of a family.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0135 Generation Code/Suffix**

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Personal Information

**Category:** Name

A word or series of words by which a subject is known and distinguishable.

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#### **0207 Personal Title/Prefix**

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0033 Alias**

An assumed name, or a name by which an individual is otherwise known.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0132 Former Legal Name**

A previously recognized legally accepted name that is no longer valid.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0157 Last/Surname at Birth**

The original surname of an individual as identified at birth before any subsequent changes.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0189 Nickname**

A familiar form of a proper name, a descriptive name, or other colloquial name given instead of or in addition to an individual's formal name.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Personal Information

**Category:** Name

A word or series of words by which a subject is known and distinguishable.

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**0290 Tribal or Clan Name**

A name borne in common by members of a tribe or clan (e.g., the Matai name in Samoa).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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**0308 Social Security Number (SSN)**

The nine-digit number of identification assigned to the individual by the Social Security Administration.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**0146 Identification Code**

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**0147 Identification System**

A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

**Entity Use:** Staff Member

**Option Use:** 0328 *Driver's license number*

**Option Use:** 0339 *Health record number*

**Option Use:** 0338 *Medicaid number*

**Option Use:** 0399 *Professional certificate or license number*

**Option Use:** 0495 *School-assigned number*

**Option Use:** 0593 *District-assigned number*

**Option Use:** 0686 *State-assigned number*

**Option Use:** 0264 *Federal identification number*

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

---

**Option Use:** 0764 *Other federally assigned number*

**Option Use:** 0780 *Selective Service number*

**Option Use:** 0004 *Social Security Administration number*

**Option Use:** 0113 *US government Visa number*

**Option Use:** 0154 *Personal identification number*

**Option Use:** 9999 *Other*

#### 0309 Identification Expiration Date

The month, day and year on which the identification document expires and is no longer valid.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0310 Hispanic or Latino Ethnicity

An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Entity Use:** Staff Member

**Option Use:** 2304 *Hispanic or Latino*

**Option Use:** 2305 *Non-Hispanic/Latino*

#### 0849 Race

The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. [The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races. An alternative would be to list the options as separate data elements and have a yes/no option for each one]. (See Appendix A.)

**Entity Use:** Staff Member

**Domain:** Staff

**Section:** Personal Information

**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 0998 *American Indian or Alaska Native*

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliations or community recognition.

**Option Use:** 0999 *Asian*

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

**Option Use:** 1000 *Black or African American*

A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African-American."

**Option Use:** 1001 *Native Hawaiian or Other Pacific Islander*

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Option Use:** 1002 *White*

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

#### **0850 National/Ethnic Origin Subgroup**

The national or ethnic subgroup of a person other than "American." Examples for Asian include: Chinese, Japanese, Korean, Filipino, Vietnamese, or Asian Indian. For Native Hawaiian or Other Pacific Islander, examples include: Samoan, Hawaiian, or Guamanian. For Hispanics, examples include: Puerto Rican, Mexican-American, Cuban, Argentinean, Dominican, Colombian, Nicaraguan, Salvadoran, or Spaniard. Tribal registration could be listed for Alaska Natives or American Indians (e.g., Navaho).

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### **0851 Sex**

A person's gender.

**Entity Use:** Staff Member

**Domain:** Staff

**Section:** Personal Information

**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 1631 *Female*

A woman or a girl.

**Option Use:** 1632 *Male*

A man or a boy.

#### 0314 Birthdate

The month, day, and year on which an individual was born.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0315 Birthdate Verification

The evidence by which an individual's date of birth is confirmed.

**Entity Use:** Staff Member

**Option Use:** 1003 *Baptismal or church certificate*

A form, issued by a church, listing the birthdate and certifying the baptism of a child.

**Option Use:** 1004 *Birth certificate*

A written statement or form issued by an office of vital statistics verifying the name and birthdate of a child as reported by the physician attending at the birth.

**Option Use:** 1005 *Entry in family Bible*

An entry in a family Bible on a special page for recording births, marriages, and other vital information about a family.

**Option Use:** 1006 *Hospital certificate*

A certificate issued by a hospital verifying the name and birthdate of a child.

**Option Use:** 1007 *Parent's affidavit*

A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

---

**Option Use:** 1008 *Passport*

Any travel document issued by a recognized authority showing the bearer's origin, identity, birthdate, and nationality that is valid for the entry of the bearer into a foreign country.

**Option Use:** 1009 *Physician's certificate*

A certificate issued by the physician attending at birth, verifying the name and birthdate of a child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.

**Option Use:** 1010 *Previously verified school records*

A school record with the birthdate previously verified that is issued in lieu of more direct evidence to verify the birthdate.

**Option Use:** 1011 *State-issued ID (e.g., from Department of Public Safety)*

An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally identifies the holder of the document. It usually is not accompanied by an approval for the holder to operate a vehicle of any type.

**Option Use:** 1012 *Driver's license*

An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally identifies the holder to operate a motor vehicle, with specifications as to the type of vehicle that he or she can operate.

**Option Use:** 1013 *Immigration document (e.g., immigration visa)*

An official document issued by a national government that would formally identify the holder of the document.

**Option Use:** 2382 *Life insurance policy*

A policy that ensures insurance be paid to a beneficiary when the insured dies.

**Option Use:** 3423 *Other official document*

**Option Use:** 3424 *Other non-official document*



**Domain:** Staff

**Section:** Personal Information

**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 9999 Other

**0852 City of Birth**

The name of the city in which an individual was born.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0317 County of Birth**

The name of the county, parish, borough, or comparable unit (within a state) in which an individual was born.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0318 State of Birth Abbreviation**

The abbreviation for the name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

**Entity Use:** Staff Member

**Option Use:** 3348 AL

Alabama

**Option Use:** 3349 AK

Alaska

**Option Use:** 3350 AZ

Arizona

**Option Use:** 3351 AR

Arkansas

**Domain:** Staff

**Section:** Personal Information

**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 3352 *CA*  
California

**Option Use:** 3353 *CO*  
Colorado

**Option Use:** 3354 *CT*  
Connecticut

**Option Use:** 3355 *DE*  
Delaware

**Option Use:** 3356 *DC*  
District of Columbia

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Domain:** Staff

**Section:** Personal Information

**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 3374 *MT*

Montana

**Option Use:** 3375 *NE*

Nebraska

**Option Use:** 3376 *NV*

Nevada

**Option Use:** 3377 *NH*

New Hampshire

**Option Use:** 3378 *NJ*

New Jersey

**Option Use:** 3379 *NM*

New Mexico

**Option Use:** 3380 *NY*

New York

**Option Use:** 3381 *NC*

North Carolina

**Option Use:** 3382 *ND*

North Dakota

**Option Use:** 3383 *OH*

Ohio

**Option Use:** 3384 *OK*

Oklahoma

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 3385 **OR**  
Oregon

**Option Use:** 3386 **PA**  
Pennsylvania

**Option Use:** 3387 **RI**  
Rhode Island

**Option Use:** 3388 **SC**  
South Carolina

**Option Use:** 3389 **SD**  
South Dakota

**Option Use:** 3390 **TN**  
Tennessee

**Option Use:** 3391 **TX**  
Texas

**Option Use:** 3392 **UT**  
Utah

**Option Use:** 3393 **VT**  
Vermont

**Option Use:** 3394 **VA**  
Virginia

**Option Use:** 3395 **WA**  
Washington

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 3396 *WV*

West Virginia

**Option Use:** 3397 *WI*

Wisconsin

**Option Use:** 3398 *WY*

Wyoming

**Option Use:** 3399 *DO*

Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*

Bureau of Indian Affairs

**Option Use:** 3402 *AS*

American Samoa

**Option Use:** 3403 *GU*

Guam

**Option Use:** 3404 *MP*

Northern Marianas

**Option Use:** 3405 *PR*

Puerto Rico

**Option Use:** 3406 *VI*

Virgin Islands

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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**0319 Name of State of Birth**

The name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0321 Name of Country of Birth**

The name of the country in which an individual was born.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0322 Citizenship Status**

The description that best identifies the status of an individual's citizenship and/or residency in the United States.

**Entity Use:** Staff Member

**Option Use:** 1014 Dual national

An individual who is a citizen of one or more countries in addition to the United States

**Option Use:** 1015 Non-resident alien

An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (e.g., alien students).

**Option Use:** 1016 Resident alien

An individual who has been admitted to the United States for permanent residency, but is not a citizen of the United States.

**Option Use:** 1017 United States Citizen

An individual who is a citizen of only the United States regardless of how this status was acquired.

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 9999 Other

#### 0323 Country of Citizenship Code

The code for the country to which an individual acknowledges citizenship. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0324 Name of Country of Citizenship

The name of the country to which an individual acknowledges citizenship.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0325 First Entry Date (into the United States)

The month, day, and year of an individual's initial arrival into the United States in order to establish residency.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0326 Employment Eligibility Verification

The documentation in addition to an identification document with photograph (e.g., driver's license) furnished by an individual to prove his or her eligibility to be legally employed in the United States.

**Entity Use:** Staff Member

**Option Use:** 1018 U.S. passport

**Option Use:** 1019 Certificate of U.S. citizenship (INS Form N-560 or N-561)

**Option Use:** 1020 Certificate of naturalization (INS Form N-550 or N-570)

**Option Use:** 1024 Unexpired employment authorization card (INS Form I-688A)



**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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- Option Use:** 1022 *Alien registration receipt card with photograph (INS Form I-151 or I-155)*
- Option Use:** 1023 *Unexpired temporary resident card (INS Form I-688)*
- Option Use:** 1025 *Unexpired reentry permit (INS Form I-327)*
- Option Use:** 1026 *Unexpired refugee travel document (INS Form I-571)*
- Option Use:** 1034 *Unexpired employment authorization document issued by the INS (other than those already listed)*
- Option Use:** 1028 *U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)*
- Option Use:** 1029 *Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)*
- Option Use:** 1030 *Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing a*
- Option Use:** 1031 *Native American tribal document*
- Option Use:** 1032 *U.S. citizen ID card (INS Form I-197)*
- Option Use:** 1033 *ID card for use of resident citizen in the United States (INS Form I-179)*
- Option Use:** 9999 *Other*

#### 0327 Language Type

An indication of the function and context in which an individual uses a language to communicate.

**Entity Use:** Staff Member

**Option Use:** 1035 *Correspondence language*

The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.

**Domain:** Staff

**Section:** Personal Information

**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 1036 *Dominant language*

The language or dialect an individual best understands and with which he or she is most comfortable. A person may be dominant in one language in certain situations and another for others.

**Option Use:** 1037 *Home language*

The language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.

**Option Use:** 1038 *Native language*

The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language.

**Option Use:** 1039 *Other language proficiency*

Any language or dialect, other than the dominant language, in which an individual is proficient.

**Option Use:** 9999 *Other*

#### 0328 Language Code

The code for the specific language or dialect that an individual uses to communicate. (Note: A list of languages and dialects can be found in Appendix C.)

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0329 Name of Language

The name of the specific language or dialect that an individual uses to communicate.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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#### 0240 Religious Affiliation

The religion or religious group (e.g., the specific unified system of religious expression) with which the individual or institution most identifies.

**Entity Use:** Staff Member

**Option Use:** 0019 Amish

**Option Use:** 0020 Assembly of God

**Option Use:** 0021 Baptist

**Option Use:** 0022 Buddhist

**Option Use:** 0023 Calvinist

**Option Use:** 0024 Catholic

**Option Use:** 0025 Eastern Orthodox

**Option Use:** 0027 Episcopal

**Option Use:** 0028 Friends

**Option Use:** 0029 Greek Orthodox

**Option Use:** 0030 Hindu

**Option Use:** 0031 Islamic

**Option Use:** 0032 Jehovah's Witnesses

**Option Use:** 0033 Jewish

**Option Use:** 0034 Latter Day Saints

**Option Use:** 0036 Lutheran

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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- Option Use:** 0038 *Mennonite*
- Option Use:** 0040 *Methodist*
- Option Use:** 0041 *Pentecostal*
- Option Use:** 0042 *Presbyterian*
- Option Use:** 2405 *Christian (no specific denomination)*
- Option Use:** 0043 *Other Christian denomination*
- Option Use:** 0044 *Seventh Day Adventist*
- Option Use:** 0045 *Tao*
- Option Use:** 0046 *Unitarian Universalist*
- Option Use:** 0047 *Christian Scientist*
- Option Use:** 0048 *Nazarene*
- Option Use:** 9998 *None*
- Option Use:** 9999 *Other*

### 0330 Marital Status

The condition of an individual with regard to marriage.

- Entity Use:** Staff Member
- Option Use:** 1040 *Legally separated*
- Option Use:** 1041 *Married*
- Option Use:** 1042 *Not married (never married, legally divorced, widowed, or marriage annulled)*

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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### 0331 Disability Status

A physical or mental impairment that substantially limits one or more major daily life activities. (Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

### 0332 Highest Level of Education Completed

The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).

**Entity Use:** Staff Member

**Option Use:** 1043 No school completed

**Option Use:** 0789 Pre-kindergarten

**Option Use:** 0805 Kindergarten

**Option Use:** 0790 First grade

**Option Use:** 0791 Second grade

**Option Use:** 0792 Third grade

**Option Use:** 0793 Fourth grade

**Option Use:** 0794 Fifth grade

**Option Use:** 0795 Sixth grade

**Option Use:** 0796 Seventh grade

**Option Use:** 0798 Eighth grade

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Background Information  
Personal information about and particular to an individual, organization, or institution.

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- Option Use:** 0799 *Ninth grade*
- Option Use:** 0800 *Tenth grade*
- Option Use:** 0801 *Eleventh Grade*
- Option Use:** 1809 *12th grade, no diploma*
- Option Use:** 1044 *High school diploma*
- Option Use:** 2408 *High school completers (e.g., certificate of attendance)*
- Option Use:** 2409 *High school equivalency (e.g., GED)*
- Option Use:** 1046 *Adult basic education diploma*
- Option Use:** 0819 *Vocational certificate*
- Option Use:** 1047 *Formal award, certificate or diploma (less than one year)*
- Option Use:** 1048 *Formal award, certificate or diploma (more than or equal to one year)*
- Option Use:** 1049 *Some college but no degree*
- Option Use:** 1050 *Associate's degree (two years or more)*
- Option Use:** 1051 *Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*
- Option Use:** 1052 *Graduate certificate*
- Option Use:** 1053 *First-professional degree (e.g., D.C., Pharm.D., D.D.S. or D.M.D., Pod.D., M.D., D.V.M., O.D., L.L.B., J.D., D.O., B.D., M.Div., M.H.L., Rav.)*
- Option Use:** 1054 *Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)*
- Option Use:** 1055 *Specialist's degree (e.g., Ed.S.)*

**Domain:** Staff

**Section:** Personal Information

**Category:** Background Information

Personal information about and particular to an individual, organization, or institution.

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**Option Use:** 1056 *Post-professional degree*

**Option Use:** 1057 *Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)*

**Option Use:** 9999 *Other*

**Domain:** Staff

**Section:** Personal Information

**Category:** Military Status

Information about an individual's military service including dates of entry and discharge.

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### 0333 Military Service Type

The branch of the Armed Forces in which an individual serves/served.

**Entity Use:** Staff Member

**Option Use:** 1058 *United States Air Force*

**Option Use:** 1059 *United States Army*

**Option Use:** 1060 *United States Coast Guard*

**Option Use:** 1061 *United States Marine Corps*

**Option Use:** 1062 *United States Navy*

**Option Use:** 1063 *National Guard*

### 0334 Military Duty Status

The current military status of an individual.

**Entity Use:** Staff Member

**Option Use:** 1064 *Active duty*

An individual who is currently engaged in full-time military service.

**Option Use:** 1065 *Ready reserve, selected reserve*

An individual assigned to a unit designated by his or her Service and approved by the Chairman of the Joint Chiefs of Staff as essential to wartime missions. These units have priority for training, equipment, and personnel over other Reserve elements. Individual Mobilization Augmentees are members of the Selected Reserve not attached to an organized Reserve unit. They are assigned to an Active component organization, the Selective Services System, or the Federal Emergency Management Agency and fill individual billets required shortly after mobilization.



**Domain:** Staff

**Section:** Personal Information

**Category:** Military Status

Information about an individual's military service including dates of entry and discharge.

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**Option Use:** 1066 *Ready reserve, individual ready reserve (IRR)*

An individual assigned to a manpower pool of pre-trained members who have already served in Active component units or in the Selected Reserve. IRR members are liable for involuntary active duty and fulfillment of mobilization requirements.

**Option Use:** 1067 *Ready reserve, inactive national guard (ING)*

An individual assigned to the Army National Guard who is on inactive status. (The Air National Guard does not maintain members in the ING.) Members of the ING are attached to National Guard units but do not participate in training activities. Upon mobilization under the required authority, they would report to their units. To remain members of the ING, individuals must report annually.

**Option Use:** 1068 *Standby reserve*

An individual who has completed all obligated or required service or has been removed from the Ready Reserve due to circumstances of civilian employment, ineligibility for mobilization, temporary hardship, or disability. They maintain affiliation, but are not assigned to a unit and do not perform training. (Army National Guard and Air National Guard do not have a Standby Reserve.)

**Option Use:** 1069 *Retired reserve*

An individual placed on retired status based upon the completion of 20 or more qualifying years of individual or combined Reserve and Active component service.

**Option Use:** 9998 *None*

#### 0335 Military Entry Date

The month, day, and year on which an individual entered the military service.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0336 Military Discharge Date

The month, day, and year on which an individual was discharged from the military service.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Personal Information

**Category:** Military Status

Information about an individual's military service including dates of entry and discharge.

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#### **0337 Military Discharge Type**

The type of discharge that an individual was granted upon leaving the Armed Forces.

**Entity Use:** Staff Member

**Option Use:** 1070 *Honorable discharge*

**Option Use:** 1072 *General discharge*

**Option Use:** 1071 *Dishonorable discharge*

#### **0338 Military Reserve Obligation Ending Date**

The month, day, and year on which an individual's obligation to the Military Reserve ends.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Personal Information</b>
<b>Category:</b>	<b>Address/Contact Information</b>
	Information that can be used to direct communication to an individual, organization, or institution.

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#### 0025 Address Type

The type of address listed for an individual or organization.

- Entity Use:**    **Staff Member**
- Option Use:**    *0123   Mailing address*
- Option Use:**    *0765   Physical location address*
- Option Use:**    *1073   Other home address*
- Option Use:**    *1074   Employer's address*
- Option Use:**    *1075   Employment address*

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

- Entity Use:**    **Staff Member**
- Option Use:**    *0996   No option list available*

#### 0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

- Entity Use:**    **Staff Member**
- Option Use:**    *0996   No option list available*

#### 0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

- Entity Use:**    **Staff Member**
- Option Use:**    *0996   No option list available*

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**1133 State-assigned County Code**

An alphanumeric code assigned for the county by the state.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0100 County FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0268 State FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Staff Member

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Option Use:** 3313 28

Mississippi

**Option Use:** 3314 29

Missouri

**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3322 37  
North Carolina

**Option Use:** 3323 38  
North Dakota

**Option Use:** 3324 39  
Ohio

**Option Use:** 3325 40  
Oklahoma

**Option Use:** 3326 41  
Oregon

**Option Use:** 3327 42  
Pennsylvania

**Option Use:** 3328 44  
Rhode Island

**Option Use:** 3329 45  
South Carolina

**Option Use:** 3330 46  
South Dakota

**Option Use:** 3331 47  
Tennessee

**Option Use:** 3332 48  
Texas



**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Staff Member

**Option Use:** 3348 AL

Alabama

**Option Use:** 3349 AK

Alaska

**Option Use:** 3350 AZ

Arizona

**Option Use:** 3351 AR

Arkansas

**Option Use:** 3352 CA

California

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3353 *CO*

Colorado

**Option Use:** 3354 *CT*

Connecticut

**Option Use:** 3355 *DE*

Delaware

**Option Use:** 3356 *DC*

District of Columbia

**Option Use:** 3357 *FL*

Florida

**Option Use:** 3358 *GA*

Georgia

**Option Use:** 3359 *HI*

Hawaii

**Option Use:** 3360 *ID*

Idaho

**Option Use:** 3361 *IL*

Illinois

**Option Use:** 3362 *IN*

Indiana

**Option Use:** 3363 *IA*

Iowa

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3364 *KS*

Kansas

**Option Use:** 3365 *KY*

Kentucky

**Option Use:** 3366 *LA*

Louisiana

**Option Use:** 3367 *ME*

Maine

**Option Use:** 3368 *MD*

Maryland

**Option Use:** 3369 *MA*

Massachusetts

**Option Use:** 3370 *MI*

Michigan

**Option Use:** 3371 *MN*

Minnesota

**Option Use:** 3372 *MS*

Mississippi

**Option Use:** 3373 *MO*

Missouri

**Option Use:** 3374 *MT*

Montana

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3386 PA  
Pennsylvania

**Option Use:** 3387 RI  
Rhode Island

**Option Use:** 3388 SC  
South Carolina

**Option Use:** 3389 SD  
South Dakota

**Option Use:** 3390 TN  
Tennessee

**Option Use:** 3391 TX  
Texas

**Option Use:** 3392 UT  
Utah

**Option Use:** 3393 VT  
Vermont

**Option Use:** 3394 VA  
Virginia

**Option Use:** 3395 WA  
Washington

**Option Use:** 3396 WV  
West Virginia

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Option Use:** 3397 *WI*

Wisconsin

**Option Use:** 3398 *WY*

Wyoming

**Option Use:** 3399 *DO*

Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*

Bureau of Indian Affairs

**Option Use:** 3402 *AS*

American Samoa

**Option Use:** 3403 *GU*

Guam

**Option Use:** 3404 *MP*

Northern Marianas

**Option Use:** 3405 *PR*

Puerto Rico

**Option Use:** 3406 *VI*

Virgin Islands

#### **0188 Name of State**

The name of the state (within the United States) or outlying area in which an address is located.

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.



**Domain:** Staff  
**Section:** Personal Information  
**Category:** Address/Contact Information  
Information that can be used to direct communication to an individual, organization, or institution.

---

**Entity Use:** Staff Member

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Option Use:** 2364 Facsimile number

**Option Use:** 0400 Appointment telephone number

**Option Use:** 0426 Telex number

**Option Use:** 0437 Telemail

**Option Use:** 0448 Voice mail

**Option Use:** 0478 Instant messaging number

**Option Use:** 0486 Media conferencing number

#### **0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Personal Information

**Category:** Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

---

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Staff Member

**Option Use:** 0507 *Home/personal*

**Option Use:** 0518 *Work*

**Option Use:** 9999 *Other*

#### **0120 Electronic Mail Address**

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### **0304 Web Site Address (URL)**

Unique Resource Locator. The unique address of a Web page.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**0131 First Name**

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**0184 Middle Name**

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**0844 Middle Initial**

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**0156 Last/Surname**

The name borne in common by members of a family.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**0135 Generation Code/Suffix**

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

#### 0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Emergency Contact

**Option Use:** 0123 Mailing address

**Option Use:** 0765 Physical location address

**Option Use:** 1073 Other home address

**Option Use:** 1074 Employer's address

**Option Use:** 1075 Employment address

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

#### 0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**1133 State-assigned County Code**

An alphanumeric code assigned for the county by the state.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**0100 County FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Emergency Contact

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 0996 No option list available

#### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Emergency Contact

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Option Use:** 3313 28

Mississippi

**Option Use:** 3314 29

Missouri

**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey



**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3320 35  
New Mexico

**Option Use:** 3321 36  
New York

**Option Use:** 3322 37  
North Carolina

**Option Use:** 3323 38  
North Dakota

**Option Use:** 3324 39  
Ohio

**Option Use:** 3325 40  
Oklahoma

**Option Use:** 3326 41  
Oregon

**Option Use:** 3327 42  
Pennsylvania

**Option Use:** 3328 44  
Rhode Island

**Option Use:** 3329 45  
South Carolina

**Option Use:** 3330 46  
South Dakota

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Emergency Contact

**Option Use:** 3348 AL

Alabama

**Option Use:** 3349 AK

Alaska

**Option Use:** 3350 AZ

Arizona

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3351 *AR*  
Arkansas

**Option Use:** 3352 *CA*  
California

**Option Use:** 3353 *CO*  
Colorado

**Option Use:** 3354 *CT*  
Connecticut

**Option Use:** 3355 *DE*  
Delaware

**Option Use:** 3356 *DC*  
District of Columbia

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3384 *OK*

Oklahoma

**Option Use:** 3385 *OR*

Oregon

**Option Use:** 3386 *PA*

Pennsylvania

**Option Use:** 3387 *RI*

Rhode Island

**Option Use:** 3388 *SC*

South Carolina

**Option Use:** 3389 *SD*

South Dakota

**Option Use:** 3390 *TN*

Tennessee

**Option Use:** 3391 *TX*

Texas

**Option Use:** 3392 *UT*

Utah

**Option Use:** 3393 *VT*

Vermont

**Option Use:** 3394 *VA*

Virginia

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3395 WA

Washington

**Option Use:** 3396 WV

West Virginia

**Option Use:** 3397 WI

Wisconsin

**Option Use:** 3398 WY

Wyoming

**Option Use:** 3399 DO

Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 DD

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 BI

Bureau of Indian Affairs

**Option Use:** 3402 AS

American Samoa

**Option Use:** 3403 GU

Guam

**Option Use:** 3404 MP

Northern Marianas

**Option Use:** 3405 PR

Puerto Rico



**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Option Use:** 3406 VI  
Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Emergency Contact

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Option Use:** 2364 Facsimile number

**Option Use:** 0400 Appointment telephone number

**Option Use:** 0426 Telex number

**Option Use:** 0437 Telemail

**Option Use:** 0448 Voice mail

**Option Use:** 0478 Instant messaging number

**Option Use:** 0486 Media conferencing number

#### 0151 International Code Number

The international code for the telephone number.

**Entity Use:** Emergency Contact

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Emergency Contact

An individual who is to be notified in the event of an emergency involving a staff member.

---

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Emergency Contact

**Option Use:** 0996 *No option list available*

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Emergency Contact

**Option Use:** 0507 *Home/personal*

**Option Use:** 0518 *Work*

**Option Use:** 9999 *Other*

#### **0120 Electronic Mail Address**

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Emergency Contact

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

---

#### 0340 Medical Examination Type

A designation of the specific type of test administered to an individual for the purpose of screening or evaluating a medical condition, process, or impairment.

**Entity Use:** Staff Member

**Option Use:** 1076 *Vision evaluation*

An examination used to measure an individual's ability to see.

**Option Use:** 1077 *Hearing evaluation*

An examination used to measure an individual's ability to perceive sounds.

**Option Use:** 1078 *Speech and language evaluation*

An examination used to measure an individual's ability to communicate orally with others.

**Option Use:** 1079 *Routine physical examination/screening*

A physical examination used to assess an individual's general health condition.

**Option Use:** 1080 *Special physical examination*

A physical examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.

**Option Use:** 1081 *Physical examination for sports participation*

An examination used to determine an individual's fitness to participate in the physical education program and/or interscholastic athletics. This examination is often required by an education institution, or local or state agency. (Not generally used for staff.)

**Option Use:** 1082 *Employment evaluation*

An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).

**Option Use:** 1083 *Psychological evaluation*

An examination used to assess an individual's emotional, attitudinal, or behavioral condition.

**Domain:** Staff

**Section:** Personal Information

**Category:** Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

---

**Option Use:** 9999 Other

#### 0341 Medical Examination Date

The month, day, and year on which a health evaluation occurred.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0342 Medical Examination Results

A written report outlining specific findings of an individual's health examination or health test as determined by a qualified professional.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0343 Emergency Factor

An identification of a physical or medical condition of potential special significance during an emergency treatment.

**Entity Use:** Staff Member

**Option Use:** 1084 Allergy, aspirin

**Option Use:** 1085 Allergy, insect bite

**Option Use:** 1086 Allergy, iodine

**Option Use:** 1087 Allergy, penicillin

**Option Use:** 1088 Allergy, sulfa

**Option Use:** 1089 Allergy, multiple

**Option Use:** 1090 Asthma

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

---

**Option Use:** 1091 *Contact lenses worn*

**Option Use:** 1092 *Diabetes*

**Option Use:** 1093 *Drug dependency*

**Option Use:** 1094 *Epilepsy*

**Option Use:** 1095 *Hearing impaired*

**Option Use:** 1096 *Heart disease*

**Option Use:** 1097 *Hemophilia*

**Option Use:** 1098 *Rheumatic fever*

**Option Use:** 1099 *Speech impaired*

**Option Use:** 1100 *Vision impaired*

**Option Use:** 9998 *None*

**Option Use:** 9999 *Other*

#### 0344 Other Health Data and Medical Condition

Information not provided in the data elements elsewhere concerning an individual's health (e.g., consideration for healthy life choices, such as "non-smoker").

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0345 Religious Consideration

A restriction or other considerations for medical treatment because of the doctrines of an individual's religion.

**Entity Use:** Staff Member

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

---

**Option Use:** 0996 No option list available

#### 0346 Special Adaptation Requirements

The description of special adaptation due to health or religious reasons that an individual needs to perform his or her duties.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0347 Insurance Coverage

The nature of insurance covering an individual's hospitalization and other health or medical care.

**Entity Use:** Staff Member

**Option Use:** 2306 Workplace

**Option Use:** 1101 Non-workplace/personal

**Option Use:** 9998 None

**Option Use:** 9999 Other

#### 0348 Health Care Plan

The description or title of the health care plan by which the individual is covered.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0349 Hospital Preference

The hospital to which an individual prefers to be taken under emergency conditions or, in the case of a minor the hospital to which the parent/guardian prefers the individual to be taken.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

---

#### **0350 Medical Waiver**

The description or special notation, if, for any reason, an individual has been granted a waiver and is not required to submit to certain medical examinations or treatments.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0351 Other Special Health Needs, Information, or Instructions**

The description or detailed specific instructions (beyond what has already been included) regarding an individual's medical or dental treatment as directed by the individual or his or her parents/guardian, or health care provider.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available



**Domain:** Staff

**Section:** Personal Information

**Category:** Immunizations

Instances in which an individual is protected or immunized against specific diseases by inoculation or vaccination, or by having previously contracted a disease.

---

#### 0352 Immunization Type

An indication of the type of immunization that an individual has satisfactorily received. For lists of types of immunizations, see Data Element #0353 ("Immunizations Mandated by State Law for Participation") and/or Appendix F.)

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0353 Immunizations Mandated by State Law for Participation

An indication that an immunization is specifically required by an organization or governing body. Some diseases for which immunizations are most frequently required include: Diphtheria, Hepatitis B, Influenza, Mumps, Pertussis (whooping cough), Poliomyelitis, Rubella (German measles), Rubeola (measles), Smallpox, Tetanus, Tuberculosis (BCG), and Rh. Immune Globulin.

**Entity Use:** Staff Member

**Option Use:** 1102 Required

**Option Use:** 1103 Not required

#### 0354 Immunization Date

The month, day, and year on which an individual receives an immunization.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0355 Immunization Status Code

An indication of circumstances or situations affecting the immunizations of an individual.

**Entity Use:** Staff Member

**Option Use:** 1104 First inoculation

**Option Use:** 1105 Second inoculation

**Option Use:** 1106 Third inoculation

**Domain:** Staff

**Section:** Personal Information

**Category:** Immunizations

Instances in which an individual is protected or immunized against specific diseases by inoculation or vaccination, or by having previously contracted a disease.

---

**Option Use:** 1107 *Fourth inoculation*

**Option Use:** 1108 *Fifth inoculation*

**Option Use:** 1109 *Sixth inoculation*

**Option Use:** 1110 *Seventh inoculation*

**Option Use:** 1111 *Eighth inoculation*

**Option Use:** 1112 *Ninth inoculation*

**Option Use:** 1113 *Medical exemption*

**Option Use:** 1114 *Personal exemption*

**Option Use:** 1115 *Religious exemption*

**Option Use:** 2392 *Legal/state exemption*

**Option Use:** 1116 *Already had the disease*

**Domain:** Staff  
**Section:** Personal Information  
**Category:** Injury

Information about any incident in which an individual is injured during the official performance of duties. (Public Law 91-596 requires that each employer who is subject to the record keeping requirements of the Occupational Safety and Health Act (OSHA) of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses in detailed, easily readable, and understandable format following or similar to OSHA Form No. 200.)

---

#### 0356 Injury Description

A description of an injury that was sustained that might or does affect an individual's performance.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0357 Injury Circumstances

A description of the circumstances surrounding the injury of an individual, including information collected from a witness.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0358 Injury Occurrence Date

The month, day, and year on which an individual was injured.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0359 Injury Occurrence Location

A designation or description of the site at which the injury took place.

**Entity Use:** Staff Member

**Option Use:** 1117 At the workplace

**Option Use:** 1118 Not at the workplace but performing job duties

**Option Use:** 9999 Other

#### 0360 Witness to Injury

The individual or group of individuals that can give a firsthand account of the injury suffered by an individual.

**Entity Use:** Staff Member

**Domain:** Staff

**Section:** Personal Information

**Category:** Injury

Information about any incident in which an individual is injured during the official performance of duties. (Public Law 91-596 requires that each employer who is subject to the record keeping requirements of the Occupational Safety and Health Act (OSHA) of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses in detailed, easily readable, and understandable format following or similar to OSHA Form No. 200.)

---

**Option Use:** 0996 No option list available

#### 0361 Physician Diagnosing Injury

The medical specialist who identifies or determines the nature and cause of the injury or disease suffered by an individual, through an evaluation of the patient's history, a medical examination, or a review of laboratory results.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0362 Worker's Compensation Claim Filed

An indication as to whether a claim was filed in a system of no-fault insurance that pays benefits to employees for accidental injuries or diseases related to the employee's work.

**Entity Use:** Staff Member

**Option Use:** 0002 Yes

**Option Use:** 0232 No

**Option Use:** 9997 Unknown

#### 0363 Worker's Compensation Claim Filing Date

The month, day, and year on which an individual filed an insurance claim for his or her injury.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0364 Health Award Amount/Benefit

The amount or type of benefits paid to an individual through worker's compensation.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Education Institution Information</b>
	The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

#### **0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:**     **Education Institution**

**Option Use:**     *0996 No option list available*

#### **1136 State-assigned Code for Institution**

An alphanumeric code assigned by the state for the institution.

**Entity Use:**     **Education Institution**

**Option Use:**     *0996 No option list available*

#### **0146 Identification Code**

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

**Entity Use:**     **Education Institution**

**Option Use:**     *0996 No option list available*

#### **0147 Identification System**

A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

**Entity Use:**     **Education Institution**

**Option Use:**     *0264 Federal identification number*

**Option Use:**     *0276 Dun and Bradstreet number (i.e., DUNS number)*

**Option Use:**     *0764 Other federally assigned number*

**Option Use:**     *0495 School-assigned number*

**Option Use:**     *0593 District-assigned number*

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 0686 *State-assigned number*

**Option Use:** 0175 *College Board/ACT code set of PK-grade 12 institutions*

**Option Use:** 0186 *LEA number for school*

**Option Use:** 0197 *SEA number for school*

**Option Use:** 0208 *NCES number for school*

**Option Use:** 0254 *American College Testing (ACT) program number*

**Option Use:** 0243 *College Board Admission Testing Program (ATP) number*

**Option Use:** 0233 *Integrated Postsecondary Education Data System (IPEDS) number*

**Option Use:** 9999 *Other*

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Education Institution

**Option Use:** 0123 *Mailing address*

**Option Use:** 0124 *Shipping address*

**Option Use:** 0765 *Physical location address*

**Option Use:** 2382 *Other organization address*

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Education Institution Information</b>
	The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Education Institution

**Option Use:** 0996 No option list available

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Education Institution

**Option Use:** 0996 No option list available

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Education Institution

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Education Institution

**Option Use:** 0996 No option list available

**1133 State-assigned County Code**

An alphanumeric code assigned for the county by the state.

**Entity Use:** Education Institution

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

#### **0100 County FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Education Institution

**Option Use:** 0996 No option list available

#### **0268 State FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Education Institution

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado



**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3306 21  
Kentucky

**Option Use:** 3307 22  
Louisiana

**Option Use:** 3308 23  
Maine

**Option Use:** 3309 24  
Maryland

**Option Use:** 3310 25  
Massachusetts

**Option Use:** 3311 26  
Michigan

**Option Use:** 3312 27  
Minnesota

**Option Use:** 3313 28  
Mississippi

**Option Use:** 3314 29  
Missouri

**Option Use:** 3315 30  
Montana

**Option Use:** 3316 31  
Nebraska

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### **0267 State Abbreviation**

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Education Institution

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3348 *AL*

Alabama

**Option Use:** 3349 *AK*

Alaska

**Option Use:** 3350 *AZ*

Arizona

**Option Use:** 3351 *AR*

Arkansas

**Option Use:** 3352 *CA*

California

**Option Use:** 3353 *CO*

Colorado

**Option Use:** 3354 *CT*

Connecticut

**Option Use:** 3355 *DE*

Delaware

**Option Use:** 3356 *DC*

District of Columbia

**Option Use:** 3357 *FL*

Florida

**Option Use:** 3358 *GA*

Georgia

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3370 *MI*

Michigan

**Option Use:** 3371 *MN*

Minnesota

**Option Use:** 3372 *MS*

Mississippi

**Option Use:** 3373 *MO*

Missouri

**Option Use:** 3374 *MT*

Montana

**Option Use:** 3375 *NE*

Nebraska

**Option Use:** 3376 *NV*

Nevada

**Option Use:** 3377 *NH*

New Hampshire

**Option Use:** 3378 *NJ*

New Jersey

**Option Use:** 3379 *NM*

New Mexico

**Option Use:** 3380 *NY*

New York



**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Option Use:** 3389 *SD*  
South Dakota

**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin

**Option Use:** 3398 *WY*  
Wyoming

**Option Use:** 3399 *DO*  
Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*  
Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*  
Bureau of Indian Affairs

**Option Use:** 3402 *AS*  
American Samoa

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3403 *GU*

Guam

**Option Use:** 3404 *MP*

Northern Marianas

**Option Use:** 3405 *PR*

Puerto Rico

**Option Use:** 3406 *VI*

Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Education Institution Information</b>
	The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Education Institution

**Option Use:** 0096 *Main telephone number*

**Option Use:** 0350 *Alternate telephone number*

**Option Use:** 0359 *Answering service*

**Option Use:** 0370 *Beeper number*

**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### 0151 International Code Number

The international code for the telephone number.

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

#### 0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

#### 0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Education Institution

**Option Use:** 0767 *Organization*

**Option Use:** 9999 *Other*

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Education Institution

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Education Institution Information</b>
	The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

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#### **0304 Web Site Address (URL)**

Unique Resource Locator. The unique address of a Web page.

**Entity Use:**     **Education Institution**

**Option Use:**     *0996 No option list available*

#### **0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:**     **Staff Development Provider**

**Option Use:**     *0996 No option list available*

#### **1136 State-assigned Code for Institution**

An alphanumeric code assigned by the state for the institution.

**Entity Use:**     **Staff Development Provider**

**Option Use:**     *0996 No option list available*

#### **0146 Identification Code**

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

**Entity Use:**     **Staff Development Provider**

**Option Use:**     *0996 No option list available*

#### **0147 Identification System**

A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

**Entity Use:**     **Staff Development Provider**

**Option Use:**     *0264 Federal identification number*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Education Institution Information</b>
	The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

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- Option Use:**    *0276   Dun and Bradstreet number (i.e., DUNS number)*
- Option Use:**    *0764   Other federally assigned number*
- Option Use:**    *0495   School-assigned number*
- Option Use:**    *0593   District-assigned number*
- Option Use:**    *0686   State-assigned number*
- Option Use:**    *0175   College Board/ACT code set of PK-grade 12 institutions*
- Option Use:**    *0186   LEA number for school*
- Option Use:**    *0197   SEA number for school*
- Option Use:**    *0763   SEA number for LEA*
- Option Use:**    *0208   NCES number for school*
- Option Use:**    *0216   NCES number for LEA*
- Option Use:**    *0222   Other agency number (e.g., Roman Catholic diocese or association number)*
- Option Use:**    *0254   American College Testing (ACT) program number*
- Option Use:**    *0243   College Board Admission Testing Program (ATP) number*
- Option Use:**    *0233   Integrated Postsecondary Education Data System (IPEDS) number*
- Option Use:**    *0399   Professional certificate or license number*
- Option Use:**    *9999   Other*

#### **0025 Address Type**

The type of address listed for an individual or organization.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Entity Use:** Staff Development Provider

**Option Use:** 0123 *Mailing address*

**Option Use:** 0124 *Shipping address*

**Option Use:** 0765 *Physical location address*

**Option Use:** 2382 *Other organization address*

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 *No option list available*

#### 0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 *No option list available*

#### 0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 *No option list available*

#### 0090 City

The name of the city in which an address is located.

**Entity Use:** Staff Development Provider



**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 0996 No option list available

#### 0186 Name of County

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 1133 State-assigned County Code

An alphanumeric code assigned for the county by the state.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 0100 County FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Staff Development Provider

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3313 28

Mississippi

**Option Use:** 3314 29

Missouri

**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

## 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Staff Development Provider

**Option Use:** 3348 AL

Alabama

**Option Use:** 3349 AK

Alaska

**Option Use:** 3350 AZ

Arizona

**Option Use:** 3351 AR

Arkansas

**Option Use:** 3352 CA

California

**Option Use:** 3353 CO

Colorado

**Option Use:** 3354 CT

Connecticut

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3355 *DE*  
Delaware

**Option Use:** 3356 *DC*  
District of Columbia

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky



**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3388 SC  
South Carolina

**Option Use:** 3389 SD  
South Dakota

**Option Use:** 3390 TN  
Tennessee

**Option Use:** 3391 TX  
Texas

**Option Use:** 3392 UT  
Utah

**Option Use:** 3393 VT  
Vermont

**Option Use:** 3394 VA  
Virginia

**Option Use:** 3395 WA  
Washington

**Option Use:** 3396 WV  
West Virginia

**Option Use:** 3397 WI  
Wisconsin

**Option Use:** 3398 WY  
Wyoming

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 3399 *DO*

Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*

Bureau of Indian Affairs

**Option Use:** 3402 *AS*

American Samoa

**Option Use:** 3403 *GU*

Guam

**Option Use:** 3404 *MP*

Northern Marianas

**Option Use:** 3405 *PR*

Puerto Rico

**Option Use:** 3406 *VI*

Virgin Islands

#### **0188 Name of State**

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 *No option list available*

#### **0305 Zip Code**

The five or nine digit zip code portion of an address.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Staff Development Provider

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 0359 *Answering service*

**Option Use:** 0370 *Beeper number*

**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### **0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 *No option list available*

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 *No option list available*

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Staff Development Provider

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Education Institution Information

The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

---

**Option Use:** 0767 Organization

**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

#### 0304 Web Site Address (URL)

Unique Resource Locator. The unique address of a Web page.

**Entity Use:** Staff Development Provider

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

#### 0858 Program Title

The name of the program of work, series of courses, individual course, or training program in which an individual is involved.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0859 Program Characterization

The description of the program of work, series of courses, individual course, or training program in which an individual is involved.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0365 Participation Status

An indication as to whether an individual is participating in an educational course or program or is involved in a staff development activity.

**Entity Use:** Educational Program

**Option Use:** 1119 Currently enrolled/involved

An individual is enrolled or participating in an educational program or staff development activity at the present time.

**Option Use:** 1120 Previously enrolled/involved

An individual was previously but is no longer enrolled or participating in an educational program or staff development activity.

**Option Use:** 1121 Program completed

An individual has completed the educational course or program of study or the staff development activity.

#### 0366 Entry Date

The month, day, and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.



**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0367 Withdrawal Date

The month, day, and year that an individual ceased participating in an educational experience without completing the course, educational program, or staff development activity.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0368 Completion Date

The month, day, and year on which an individual completed a course, an education program or a staff development activity.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0369 Educational Program/Staff Development Activity Purpose

The primary reason an individual is involved in an educational program or staff development activity.

**Entity Use:** Educational Program

**Option Use:** 1122 *Acquisition of new skills or knowledge*

An individual is involved in an educational program or a staff development activity to acquire new skills or knowledge he or she does not already possess.

**Option Use:** 1123 *Maintenance or improvement of skills or knowledge*

An individual is involved in an educational program or a staff development activity to maintain or update existing skills or knowledge he or she has in order to perform job duties. Examples include a refresher course or an activity required for licensure renewal.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1124 *Remediation of skills or knowledge*

An individual is involved in an educational program or staff development activity to overcome identified deficiencies in the knowledge and skills required to perform duties in his or her job or profession.

### 0371 Educational Program/Staff Development Activity Relevance

An indication as to whether the contents of an educational program or staff development activity are directly related to an individual's performance of job duties.

**Entity Use:** Educational Program

**Option Use:** 1137 *Related to current job*

The contents of the educational program or staff development activity are directly related and contribute to an individual's performance of the specific responsibilities or duties of his or her current job or position.

**Option Use:** 1138 *Related to advancement within the current job*

The contents of the educational program or staff development activity are related to and will prepare an individual for performance at a higher level of responsibilities or duties within the current job or position.

**Option Use:** 1139 *Related to a different job or higher position*

The contents of the educational program or staff development activity are not related to an individual's job or position but will prepare him or her for the responsibilities and duties for a different or higher position in the future.

**Option Use:** 1140 *Not related*

The contents of the educational program or staff development activity are not related to an individual's job or position but are relevant to his or her personal growth which in turn will contribute to his or her work.

**Option Use:** 2380 *General development*

The contents of the educational program or staff development activity are not directly related to an individual's job or position but are necessary for an individual to fulfill the responsibilities or duties within the current job or position.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

#### 0858 Program Title

The name of the program of work, series of courses, individual course, or training program in which an individual is involved.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

#### 0859 Program Characterization

The description of the program of work, series of courses, individual course, or training program in which an individual is involved.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

#### 0365 Participation Status

An indication as to whether an individual is participating in an educational course or program or is involved in a staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 1119 Currently enrolled/involved

An individual is enrolled or participating in an educational program or staff development activity at the present time.

**Option Use:** 1120 Previously enrolled/involved

An individual was previously but is no longer enrolled or participating in an educational program or staff development activity.

**Option Use:** 1121 Program completed

An individual has completed the educational course or program of study or the staff development activity.

#### 0366 Entry Date

The month, day, and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

#### 0367 Withdrawal Date

The month, day, and year that an individual ceased participating in an educational experience without completing the course, educational program, or staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

#### 0368 Completion Date

The month, day, and year on which an individual completed a course, an education program or a staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

#### 0369 Educational Program/Staff Development Activity Purpose

The primary reason an individual is involved in an educational program or staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 1122 *Acquisition of new skills or knowledge*

An individual is involved in an educational program or a staff development activity to acquire new skills or knowledge he or she does not already possess.

**Option Use:** 1123 *Maintenance or improvement of skills or knowledge*

An individual is involved in an educational program or a staff development activity to maintain or update existing skills or knowledge he or she has in order to perform job duties. Examples include a refresher course or an activity required for licensure renewal.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1124 *Remediation of skills or knowledge*

An individual is involved in an educational program or staff development activity to overcome identified deficiencies in the knowledge and skills required to perform duties in his or her job or profession.

**0371 Educational Program/Staff Development Activity Relevance**

An indication as to whether the contents of an educational program or staff development activity are directly related to an individual's performance of job duties.

**Entity Use:** Staff Development Activity

**Option Use:** 1137 *Related to current job*

The contents of the educational program or staff development activity are directly related and contribute to an individual's performance of the specific responsibilities or duties of his or her current job or position.

**Option Use:** 1138 *Related to advancement within the current job*

The contents of the educational program or staff development activity are related to and will prepare an individual for performance at a higher level of responsibilities or duties within the current job or position.

**Option Use:** 1139 *Related to a different job or higher position*

The contents of the educational program or staff development activity are not related to an individual's job or position but will prepare him or her for the responsibilities and duties for a different or higher position in the future.

**Option Use:** 1140 *Not related*

The contents of the educational program or staff development activity are not related to an individual's job or position but are relevant to his or her personal growth which in turn will contribute to his or her work.

**Option Use:** 2380 *General development*

The contents of the educational program or staff development activity are not directly related to an individual's job or position but are necessary for an individual to fulfill the responsibilities or duties within the current job or position.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

### **0370 Educational Program/Staff Development Activity Anticipated Outcome**

The anticipated results of an individual's successful participation in an educational program or staff development activity.

**Entity Use:** Staff Member

**Option Use:** 1125 *Completion of high school credential*

An individual is engaged in a program of studies leading to the award of a high school credential.

**Option Use:** 1126 *Obtain training for employment*

An individual is engaged in an educational program to qualify for a particular type of job.

**Option Use:** 1127 *Completion of an initial degree program*

An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate, but not a professional credential.

**Option Use:** 1128 *Completion of an initial degree program and professional credential requirements*

An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate and a professional credential for his or her profession.

**Option Use:** 1129 *Seeking an initial professional credential*

An individual is involved in an educational program to fulfill the requirements for obtaining a professional credential for his or her profession.

**Option Use:** 1130 *Completion of an additional degree program*

An individual is engaged in a program of studies leading to the award of an additional academic degree, diploma, or certificate.

**Option Use:** 1131 *Obtaining an advanced-level credential*

An individual is involved in an educational program to fulfill the requirements for obtaining an advanced-level credential in his or her profession.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1132 *Maintaining or renewing a credential*

An individual is involved in an educational program to fulfill the requirements for obtaining a renewal of a professional credential or for being re-certified in his or her profession.

**Option Use:** 1133 *Meeting staff development requirements*

An individual is involved in an educational program or staff development activity to fulfill requirements for his or her job.

**Option Use:** 1134 *Qualifying for an advanced level job*

An individual is involved in an educational program or staff development activity to fulfill requirements for a more advanced job than he or she currently holds.

**Option Use:** 1135 *Qualifying for a salary increase*

An individual is involved in an educational program or staff development activity to fulfill requirements for a pay raise.

**Option Use:** 1136 *Personal improvement*

An individual is involved in an educational program or staff development activity for personal improvement.

**Option Use:** 9999 *Other*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Subject Matter Area of Study</b>
	Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

---

### 0372 Level of Specialization

The extent to which an individual concentrates upon a particular subject matter area during his or her period of study at an educational institution.

**Entity Use:** **Educational Program**

**Option Use:** **1145** *Area of interest*

An area of interest to the individual not necessarily leading to a degree or credential.

**Option Use:** **1144** *Post-degree study*

An additional area of study that an individual undertakes after having already received his or her last degree or certificate.

**Option Use:** **1143** *Area of emphasis/concentration*

An area of academic specialization chosen by an individual other than his or her major or minor.

**Option Use:** **1142** *Minor*

A secondary area of academic specialization chosen by an individual.

**Option Use:** **1141** *Major*

A principal area of academic specialization chosen by an individual.

### 0373 Postsecondary Subject Matter Area

The descriptive name of an academic or vocational discipline studied by an individual in an educational program or staff development activity. (Note: Refer to Appendix G and Appendix L for a further breakdown of coding that can be used when the option "Education" has been selected; e.g., "1156-13.1315" for "Education--Reading Teacher Education").

**Entity Use:** **Staff Member**

**Option Use:** **1146** *Agricultural business and production*

**Option Use:** **1147** *Agricultural sciences*

**Option Use:** **1148** *Conservation and renewable natural resources*



<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Subject Matter Area of Study</b>
	Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

---

- Option Use:**    *1149   Architecture and related programs*
- Option Use:**    *1150   Area, ethnic and cultural studies*
- Option Use:**    *1151   Marketing operations/marketing and distributing*
- Option Use:**    *1152   Communications*
- Option Use:**    *1153   Communications technologies*
- Option Use:**    *1154   Computer and information sciences*
- Option Use:**    *1155   Personal and miscellaneous services*
- Option Use:**    *1156   Education*
- Option Use:**    *1157   Engineering*
- Option Use:**    *1158   Engineering-related technologies*
- Option Use:**    *2371   Foreign language and literature*
- Option Use:**    *0551   Home economics*
- Option Use:**    *1159   Vocational home economics*
- Option Use:**    *1160   Technology education/industrial arts*
- Option Use:**    *1161   Law and legal studies*
- Option Use:**    *1162   English language and literature/letters*
- Option Use:**    *1163   Liberal arts and sciences, general studies and humanities*
- Option Use:**    *1164   Library science*
- Option Use:**    *1165   Biological sciences/life sciences*

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Subject Matter Area of Study

Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

---

- Option Use:** 1166 *Mathematics*
- Option Use:** 1167 *Reserve Officers' Training Corp (ROTC)*
- Option Use:** 1168 *Military technologies*
- Option Use:** 0558 *Multi/Interdisciplinary studies*
- Option Use:** 1170 *Basic skills*
- Option Use:** 1171 *Citizenship activities*
- Option Use:** 1172 *Health-related knowledge and skills*
- Option Use:** 1173 *Interpersonal and social skills*
- Option Use:** 1174 *Leisure and recreational activities*
- Option Use:** 1175 *Personal awareness and self-improvement*
- Option Use:** 1176 *Parks, recreation, leisure and fitness studies*
- Option Use:** 1177 *Philosophy and religion*
- Option Use:** 1178 *Theological studies and religious vocations*
- Option Use:** 1179 *Physical sciences*
- Option Use:** 1180 *Science technologies*
- Option Use:** 1181 *Psychology*
- Option Use:** 1182 *Protective services*
- Option Use:** 1183 *Public administration and services*
- Option Use:** 1184 *Social sciences and history*

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Subject Matter Area of Study

Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

---

**Option Use:** 1185 *Construction trades*

**Option Use:** 1186 *Mechanics and repairers*

**Option Use:** 1187 *Precision production trades*

**Option Use:** 1188 *Transportation and materials moving workers*

**Option Use:** 1189 *Visual and performing arts*

**Option Use:** 1190 *Health professions and related sciences*

**Option Use:** 1191 *Business management and administrative services*

**Option Use:** 9999 *Other*

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Course Work Taken

Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

---

## 0266 Session Type

A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

**Entity Use:** Course

**Option Use:** 0827 *Full school year*

A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

**Option Use:** 0828 *Semester*

One of two equal segments into which a school year is divided.

**Option Use:** 0829 *Trimester*

One of three equal segments into which a school year is divided.

**Option Use:** 0830 *Quarter*

One of four equal segments into which a school year is divided.

**Option Use:** 0831 *Quinmester*

One of five equal segments into which a school year is divided.

**Option Use:** 0832 *Mini-term*

A school term which is shorter than a regular session.

**Option Use:** 0833 *Summer term*

A school term which takes place in the summer between two regular school terms.

**Option Use:** 0834 *Intersession*

A short session which occurs between longer sessions.

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Course Work Taken

Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

---

**Option Use:** 0835 *Long session*

A session that is longer than a semester but shorter than a full year.

**Option Use:** 0837 *Twelve month*

An educational program that operates on a full twelve month cycle.

**Option Use:** 9999 *Other*

#### 0264 Session Beginning Date

The month, day, and year on which a session begins.

**Entity Use:** Course

**Option Use:** 0996 *No option list available*

#### 0265 Session Ending Date

The month, day, and year on which a session ends.

**Entity Use:** Course

**Option Use:** 0996 *No option list available*

#### 0107 Course Title

The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

**Entity Use:** Course

**Option Use:** 0996 *No option list available*

#### 0104 Course Description

A description of the content standards and goals covered in the course. Reference may be made to state or national content standards.

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Course Work Taken

Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

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**Entity Use:** Course

**Option Use:** 0996 *No option list available*

#### 0102 Course Code

The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. (Note: For courses at the secondary level only, a list of course codes and titles can be found in Appendix N.)

**Entity Use:** Course

**Option Use:** 0996 *No option list available*

#### 0103 Course Code System

A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

**Entity Use:** Course

**Option Use:** 0533 *NCES Pilot Standard National Course Classification System for Secondary Education Codes*

**Option Use:** 0534 *State course code*

**Option Use:** 0535 *LEA course code*

**Option Use:** 0536 *School course code*

**Option Use:** 0537 *University course code*

**Option Use:** 0538 *Intermediate agency course code*

**Option Use:** 9999 *Other*

#### 0209 Principle Medium of Instruction

The principle medium by which the student receives instructional communication from his or her teacher(s).

**Entity Use:** Course

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Course Work Taken

Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

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**Option Use:** 0603 *Computer-based*

Instruction facilitated by a computer using self-contained educational software with which learners interact.

**Option Use:** 0604 *Correspondence*

Instruction which provides for the systematic exchange of materials between teacher and student by mail.

**Option Use:** 0605 *Direct student-teacher interaction*

Instruction by one or more teachers physically present (e.g., by a single teacher or by a team of two or more teachers).

**Option Use:** 0606 *Directed self-study*

Self-study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

**Option Use:** 0607 *Distance learning*

Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

**Option Use:** 0608 *Interactive telecommunications*

Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.

**Option Use:** 0609 *Center-based instruction*

Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

**Option Use:** 0610 *Independent study*

Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Course Work Taken

Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

---

**Option Use:** 0611 *Internship*

Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

**Option Use:** 9999 *Other*

**0374 Grade Earned**

A final indicator of student performance in a class as submitted by the instructor.

**Entity Use:** Course

**Option Use:** 0996 *No option list available*

**0108 Credit Type Earned**

The type of credits or units of value awarded for the completion of a course.

**Entity Use:** Course

**Option Use:** 0585 *Carnegie unit*

A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

**Option Use:** 0586 *Semester hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

**Option Use:** 0587 *Trimester hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one trimester.

**Option Use:** 0588 *Quarter hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one quarter.



**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Course Work Taken

Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

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**Option Use:** 0589 *Quinmester hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester (i.e., one of five equal segments into which a school year is divided).

**Option Use:** 0590 *Mini-term hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for a mini-term.

**Option Use:** 0591 *Summer term hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

**Option Use:** 0592 *Intersession hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

**Option Use:** 0595 *Long session hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

**Option Use:** 0596 *Twelve month hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

**Option Use:** 0597 *Vocational credit*

A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

**Option Use:** 0598 *Adult education credit*

A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

**Option Use:** 0599 *Credit by examination*

A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Course Work Taken

Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

---

**Option Use:** 0600 *Correspondence credit*

A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

**Option Use:** 0601 *Converted occupational experience credit*

A term frequently used to indicate the number of hours received by an individual based on life experience.

**Option Use:** 9998 *None*

**Option Use:** 9999 *Other*

**0375 Credits Earned in Course/Staff Development Activity**

The number of credits earned by an individual for completing a course or staff development activity.

**Entity Use:** Course

**Option Use:** 0996 *No option list available*

**0376 Grade Point Average (GPA): Cumulative**

A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual was previously enrolled.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

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### 0377 Educational Program/Staff Development Activity Participant's Role

An indication of the level of involvement of an individual while participating in an educational program or staff development activity.

**Entity Use:** Educational Program

**Option Use:** 1197 *Consumer/learner*

An individual who is a recipient of the training provided in an education program or other staff development activity. Examples include being enrolled in a college course, an attendee in a seminar or a professional meeting, or a protégé in a mentoring activity.

**Option Use:** 1198 *Provider/trainer*

An individual who is an expert presenter of the contents of the educational program or staff development activity. Examples include being an advisor to other participants, a presenter in a training workshop, or a mentor to colleagues.

**Option Use:** 1199 *Collaborator/peer*

An individual who is a peer participant in a staff development activity. Examples include being a participant in a collaborative content network, a member of an ad hoc committee, or a peer evaluator to a fellow colleague (both giving and receiving evaluation).

**Option Use:** 9999 *Other*

### 0378 Educational Program/Staff Development Activity Format

A designation of the specific category explaining how an educational program or staff development activity is organized.

**Entity Use:** Educational Program

**Option Use:** 1192 *Computer-based course*

Instruction facilitated by a computer using self-contained educational software with which learners interact.

**Option Use:** 1200 *Conference*

An activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1201 *Committee*

An activity in which a small group of individuals volunteer, are appointed, or are elected to perform a task that cannot be completed efficiently by the entire group.

**Option Use:** 1202 *Collaborative activity*

An activity in which two or more individuals are involved experientially and cooperatively to achieve a common goal or a predetermined outcome. Examples include the improvement of a school's curriculum design, the development of a new program, or a process to solve problems or improve service delivery. Also included would be a site visit to another school, team research, or presentations.

**Option Use:** 1193 *Correspondence course*

Instruction which provides for the systematic exchange of materials between teacher and student by mail.

**Option Use:** 0607 *Distance learning*

Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

**Option Use:** 1203 *Instructor provided course*

An activity involving a long-term process through which an individual acquires knowledge and skills through appropriate individual or group instruction in a program of studies. Examples include a course taken at the university or college, or courses within a program of studies towards a diploma, undergraduate degree or advanced degree from an institution of higher education.

**Option Use:** 0608 *Interactive telecommunications*

Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.

**Option Use:** 2032 *Internship experience*

A planned and monitored work experience in which a student has intentional learning goals and reflects actively on what he or she is learning through experience.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1204 *Mentoring/coaching*

An activity in which an individual provides or receives professional advice and support to or from another fellow colleague.

**Option Use:** 1205 *Networking with professionals in the field*

An activity in which individuals from different organizations who have mutual interest are connected to build information resources, improve communication, and expand professional contacts.

**Option Use:** 1206 *Professional collaboration*

An activity in which an individual acquires technical/subject area skills (e.g., mathematics or humanities) through interaction with his or her professional peers in the context of a formalized network.

**Option Use:** 1207 *Professional organization*

An activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.

**Option Use:** 1208 *Research and/or publication*

An activity in which an individual participates in a research or publication effort on a specific topic.

**Option Use:** 1209 *Self-instruction*

An activity in which an individual takes responsibility for his or her own learning with or without direct supervision. Examples include a personalized system of instruction, correspondence study, or a special individual project. This also includes an inquiry process in which an individual identifies an area of professional interest, collects data, and makes changes in his or her way of performing work based on interpretation of those data.

**Option Use:** 1210 *Training course*

An activity involving a short-term process through which an individual improves awareness, or develops knowledge and skills through appropriate individual or group instruction. Examples include a one-day demonstration workshop; a series of computer training courses; an institute consisting of a series of training meetings; a seminar to study a subject under the leadership of an expert; or a clinic for diagnosing, analyzing, and seeking solutions to specific problems.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

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**Option Use:** 9999 Other

#### **0379 Educational Program/Staff Development Activity Involvement**

A description of an individual's level of involvement in an educational program or staff development activity (e.g., chairperson of a committee, voting or affiliate member of a group, student enrolled in a course, student auditing a course).

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### **0380 Educational Program/Staff Development Activity Intensity**

The total number of sessions an individual is expected to participate in an educational program or staff development activity.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### **0381 Educational Program/Staff Development Activity Frequency**

The average number of sessions per month that an individual participates in an educational program or staff development activity.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### **0382 Educational Program/Staff Development Activity Contact Hours**

The total number of hours or portion of hours in which an individual participates in an educational program or staff development activity.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### **0383 Educational Program/Staff Development Activity Duration**

The average number of hours or portion of hours that an individual participates in an educational program or staff development activity session.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0384 Educational Program/Staff Development Activity Location

An indication as to the location at which an educational program or staff development activity takes place (e.g., room number, building site, campus designation, or address of a business organization, service center, or community building).

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0374 Grade Earned

A final indicator of student performance in a class as submitted by the instructor.

**Entity Use:** Educational Program

**Option Use:** 0996 No option list available

#### 0108 Credit Type Earned

The type of credits or units of value awarded for the completion of a course.

**Entity Use:** Educational Program

**Option Use:** 0585 Carnegie unit

A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

**Option Use:** 0586 Semester hour credit

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

**Option Use:** 0587 Trimester hour credit

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one trimester.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 0588 *Quarter hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one quarter.

**Option Use:** 0589 *Quinmester hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester (i.e., one of five equal segments into which a school year is divided).

**Option Use:** 0590 *Mini-term hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for a mini-term.

**Option Use:** 0591 *Summer term hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

**Option Use:** 0592 *Intersession hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

**Option Use:** 0595 *Long session hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

**Option Use:** 0596 *Twelve month hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

**Option Use:** 0597 *Vocational credit*

A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

**Option Use:** 0598 *Adult education credit*

A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).



**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

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**Option Use:** 0599 *Credit by examination*

A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

**Option Use:** 0600 *Correspondence credit*

A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

**Option Use:** 0601 *Converted occupational experience credit*

A term frequently used to indicate the number of hours received by an individual based on life experience.

**Option Use:** 9998 *None*

**Option Use:** 9999 *Other*

#### **0375 Credits Earned in Course/Staff Development Activity**

The number of credits earned by an individual for completing a course or staff development activity.

**Entity Use:** Educational Program

**Option Use:** 0996 *No option list available*

#### **0377 Educational Program/Staff Development Activity Participant's Role**

An indication of the level of involvement of an individual while participating in an educational program or staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 1197 *Consumer/learner*

An individual who is a recipient of the training provided in an education program or other staff development activity. Examples include being enrolled in a college course, an attendee in a seminar or a professional meeting, or a protégé in a mentoring activity.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1198 *Provider/trainer*

An individual who is an expert presenter of the contents of the educational program or staff development activity. Examples include being an advisor to other participants, a presenter in a training workshop, or a mentor to colleagues.

**Option Use:** 1199 *Collaborator/peer*

An individual who is a peer participant in a staff development activity. Examples include being a participant in a collaborative content network, a member of an ad hoc committee, or a peer evaluator to a fellow colleague (both giving and receiving evaluation).

**Option Use:** 9999 *Other*

#### **0378 Educational Program/Staff Development Activity Format**

A designation of the specific category explaining how an educational program or staff development activity is organized.

**Entity Use:** Staff Development Activity

**Option Use:** 1192 *Computer-based course*

Instruction facilitated by a computer using self-contained educational software with which learners interact.

**Option Use:** 1200 *Conference*

An activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.

**Option Use:** 1201 *Committee*

An activity in which a small group of individuals volunteer, are appointed, or are elected to perform a task that cannot be completed efficiently by the entire group.

**Option Use:** 1202 *Collaborative activity*

An activity in which two or more individuals are involved experientially and cooperatively to achieve a common goal or a predetermined outcome. Examples include the improvement of a school's curriculum design, the development of a new program, or a process to solve problems or improve service delivery. Also included would be a site visit to another school, team research, or presentations.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1193 *Correspondence course*

Instruction which provides for the systematic exchange of materials between teacher and student by mail.

**Option Use:** 0607 *Distance learning*

Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

**Option Use:** 1203 *Instructor provided course*

An activity involving a long-term process through which an individual acquires knowledge and skills through appropriate individual or group instruction in a program of studies. Examples include a course taken at the university or college, or courses within a program of studies towards a diploma, undergraduate degree or advanced degree from an institution of higher education.

**Option Use:** 0608 *Interactive telecommunications*

Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.

**Option Use:** 2032 *Internship experience*

A planned and monitored work experience in which a student has intentional learning goals and reflects actively on what he or she is learning through experience.

**Option Use:** 1204 *Mentoring/coaching*

An activity in which an individual provides or receives professional advice and support to or from another fellow colleague.

**Option Use:** 1205 *Networking with professionals in the field*

An activity in which individuals from different organizations who have mutual interest are connected to build information resources, improve communication, and expand professional contacts.

**Option Use:** 1206 *Professional collaboration*

An activity in which an individual acquires technical/subject area skills (e.g., mathematics or humanities) through interaction with his or her professional peers in the context of a formalized network.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 1207 *Professional organization*

An activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.

**Option Use:** 1208 *Research and/or publication*

An activity in which an individual participates in a research or publication effort on a specific topic.

**Option Use:** 1209 *Self-instruction*

An activity in which an individual takes responsibility for his or her own learning with or without direct supervision. Examples include a personalized system of instruction, correspondence study, or a special individual project. This also includes an inquiry process in which an individual identifies an area of professional interest, collects data, and makes changes in his or her way of performing work based on interpretation of those data.

**Option Use:** 1210 *Training course*

An activity involving a short-term process through which an individual improves awareness, or develops knowledge and skills through appropriate individual or group instruction. Examples include a one-day demonstration workshop; a series of computer training courses; an institute consisting of a series of training meetings; a seminar to study a subject under the leadership of an expert; or a clinic for diagnosing, analyzing, and seeking solutions to specific problems.

**Option Use:** 9999 *Other*

### **0379 Educational Program/Staff Development Activity Involvement**

A description of an individual's level of involvement in an educational program or staff development activity (e.g., chairperson of a committee, voting or affiliate member of a group, student enrolled in a course, student auditing a course).

**Entity Use:** Staff Development Activity

**Option Use:** 0996 *No option list available*

### **0380 Educational Program/Staff Development Activity Intensity**

The total number of sessions an individual is expected to participate in an educational program or staff development activity.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

**0381 Educational Program/Staff Development Activity Frequency**

The average number of sessions per month that an individual participates in an educational program or staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

**0382 Educational Program/Staff Development Activity Contact Hours**

The total number of hours or portion of hours in which an individual participates in an educational program or staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

**0383 Educational Program/Staff Development Activity Duration**

The average number of hours or portion of hours that an individual participates in an educational program or staff development activity session.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

**0384 Educational Program/Staff Development Activity Location**

An indication as to the location at which an educational program or staff development activity takes place (e.g., room number, building site, campus designation, or address of a business organization, service center, or community building).

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

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#### 0374 Grade Earned

A final indicator of student performance in a class as submitted by the instructor.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 *No option list available*

#### 0108 Credit Type Earned

The type of credits or units of value awarded for the completion of a course.

**Entity Use:** Staff Development Activity

**Option Use:** 0585 *Carnegie unit*

A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

**Option Use:** 0586 *Semester hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

**Option Use:** 0587 *Trimester hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one trimester.

**Option Use:** 0588 *Quarter hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one quarter.

**Option Use:** 0589 *Quinmester hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester (i.e., one of five equal segments into which a school year is divided).

**Option Use:** 0590 *Mini-term hour credit*

A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for a mini-term.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 0591 *Summer term hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

**Option Use:** 0592 *Intersession hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

**Option Use:** 0595 *Long session hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

**Option Use:** 0596 *Twelve month hour credit*

A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

**Option Use:** 0597 *Vocational credit*

A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

**Option Use:** 0598 *Adult education credit*

A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

**Option Use:** 0599 *Credit by examination*

A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

**Option Use:** 0600 *Correspondence credit*

A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

**Option Use:** 0601 *Converted occupational experience credit*

A term frequently used to indicate the number of hours received by an individual based on life experience.

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Other Non-Course Educational Program/Staff Development Activity

A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

---

**Option Use:** 9998 None

**Option Use:** 9999 Other

**0375 Credits Earned in Course/Staff Development Activity**

The number of credits earned by an individual for completing a course or staff development activity.

**Entity Use:** Staff Development Activity

**Option Use:** 0996 No option list available



<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Educational Experiences</b>
<b>Category:</b>	<b>Recognition Earned</b>
	Information concerning any educational degrees, certificates, honors, awards or distinctions earned by or conferred upon an individual.

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#### **0390 Educational Program/Staff Development Activity Outcomes**

The description of any products, honors, or recognition resulting from participation in an educational program or staff development activity. Examples include the development of reports, publications, curriculum frameworks, and/or program plans.

**Entity Use:**     **Educational Program**

**Option Use:**     **0996**   *No option list available*

#### **0390 Educational Program/Staff Development Activity Outcomes**

The description of any products, honors, or recognition resulting from participation in an educational program or staff development activity. Examples include the development of reports, publications, curriculum frameworks, and/or program plans.

**Entity Use:**     **Staff Development Activity**

**Option Use:**     **0996**   *No option list available*

#### **0385 Degree/Certificate Title**

The name of the degree or certificate earned by an individual. This includes honorary degrees conferred upon an individual.

**Entity Use:**     **Staff Member**

**Option Use:**     **0996**   *No option list available*

#### **0386 Degree/Certificate Type**

The type of degree or certificate earned by an individual.

**Entity Use:**     **Staff Member**

**Option Use:**     **1045**   *High school diploma or the equivalent (e.g., GED or recognized homeschool)*

**Option Use:**     **1046**   *Adult basic education diploma*

**Option Use:**     **0819**   *Vocational certificate*

**Option Use:**     **1047**   *Formal award, certificate or diploma (less than one year)*

**Domain:** Staff  
**Section:** Educational Experiences  
**Category:** Recognition Earned

Information concerning any educational degrees, certificates, honors, awards or distinctions earned by or conferred upon an individual.

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- Option Use:** 1048 Formal award, certificate or diploma (more than or equal to one year)
- Option Use:** 1049 Some college but no degree
- Option Use:** 1050 Associate's degree (two years or more)
- Option Use:** 1051 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
- Option Use:** 1052 Graduate certificate
- Option Use:** 1053 First-professional degree (e.g., D.C., Pharm.D., D.D.S. or D.M.D., Pod.D., M.D., D.V.M., O.D., L.L.B., J.D., D.O., B.D., M.Div., M.H.L., Rav.)
- Option Use:** 1054 Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)
- Option Use:** 1055 Specialist's degree (e.g., Ed.S.)
- Option Use:** 1056 Post-professional degree
- Option Use:** 1057 Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)
- Option Use:** 9999 Other

#### 0387 Degree/Certificate Distinctions

A description of distinctions (e.g., cum laude) earned by an individual while receiving a degree or certificate.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0388 Degree/Certificate Conferring Date

The month, day, and year on which an individual received a degree or certificate.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Educational Experiences

**Category:** Recognition Earned

Information concerning any educational degrees, certificates, honors, awards or distinctions earned by or conferred upon an individual.

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#### **0389 Honor or Award**

A description of educational or professional honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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### 0391 Credential Type

An indication of the category of credential an individual holds. (Note: A list of regulated occupations and professions except school teachers can be found in Appendix J.)

**Entity Use:** Credential

**Option Use:** 1218 *Certification*

The process by which an agency or organization grants recognition to persons who have met certain predetermined qualifications specified by an agency or organization.

**Option Use:** 1219 *Licensure*

The process by which an agency of government grants permission to persons meeting predetermined qualifications to engage in a given occupation and/or to use a particular title, or grants permission to institutions to perform specialized functions.

**Option Use:** 1220 *Registration*

The process by which an individual registers with a governmental agency or a non-governmental agency or organization for approval to perform specialized functions.

**Option Use:** 1221 *Endorsement*

The process by which the individual's primary professional certification is supplemented, which fulfills the national professional standards for the endorsement area, but is not guaranteed to meet the criteria of all states.

**Option Use:** 9999 *Other*

### 0392 Non-educator Credential Type

An indication of the type of non-educator certificate, license, or permit that is issued by a government agency, professional association, or other organization to perform services other than teaching or other educator responsibilities (e.g., school board member, school nurse, registrar, database administrator, computer support personnel, psychologist). (Note: A list of regulated occupations and professions except school teachers can be found in Appendix J.)

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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### 0393 Non-teaching Educator Credential Type

An indication of the type of non-teaching educator certificate, license, or permit that is issued by a government agency, professional association, or other organization to hold certain administrative or education support positions. This credential often also requires the possession of a valid teaching credential (e.g., superintendents, principals, assistant principals, supervisors). (Note: A list of regulated occupations and professions except school teachers can be found in Appendix J.)

**Entity Use:** Credential

**Option Use:** 0996 No option list available

### 0394 Teaching Credential Type

An indication of the category of a legal document giving authorization to perform teaching assignment services.

**Entity Use:** Credential

**Option Use:** 1222 Regular/standard

**Option Use:** 1223 Probationary/initial

**Option Use:** 1224 Provisional

**Option Use:** 1225 Professional

**Option Use:** 1226 Master

**Option Use:** 1227 Specialist

**Option Use:** 1228 Temporary

**Option Use:** 1229 Emergency

**Option Use:** 1230 Nonrenewable

**Option Use:** 1231 Retired

An individual who no longer actively holds a position in the workforce because of advancing age or length of service.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 1232 *Substitute*

**Option Use:** 1233 *Teacher assistant*

**Option Use:** 1234 *Intern*

**Option Use:** 9999 *Other*

### 0395 Teaching Credential Basis

An indication of the pre-determined criteria for granting the teaching credential that an individual holds.

**Entity Use:** Credential

**Option Use:** 1235 *4-year bachelor's degree*

Teaching credential is granted upon the completion of a regular 4-year degree teacher training program at an institution of higher education.

**Option Use:** 1236 *5-year bachelor's degree*

Teaching credential is granted upon the completion of a regular 5-year degree teacher training program at an institution of higher education.

**Option Use:** 1237 *Master's degree*

Teaching credential is granted upon the completion of a master's degree teacher training program at an institution of higher education.

**Option Use:** 1238 *Doctoral degree*

Teaching credential is granted upon the completion of a doctoral degree at an institution of higher education.

**Option Use:** 1239 *Met state testing requirement*

Teaching credential is granted upon the completion of state testing requirements (for non-education majors).

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

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**Option Use:** 1240 *Special/alternative program completion*

Teaching credential is granted upon an individual's fulfillment of predetermined criteria through an alternative program other than the completion of a degree teacher training program.

**Option Use:** 1241 *Relevant experience*

Teaching credential is granted upon an evaluation and recognition of an individual's technical skills and experience (e.g., a vocational education teacher who had extensive experience in woodworking).

**Option Use:** 1242 *Credentials based on reciprocity with another state*

Teaching credential is granted through an interstate licensure agreement to an individual who is certified in another state.

### 0396 Credential Description

An indication of the title or description of a credential that an individual holds.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

### 0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

### 0147 Identification System

A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

**Entity Use:** Credential

**Option Use:** 0399 *Professional certificate or license number*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 0495 *School-assigned number*

**Option Use:** 0593 *District-assigned number*

**Option Use:** 0686 *State-assigned number*

**Option Use:** 9999 *Other*

#### **0397 Date Credential Requirement Met**

The month, day, and year on which the individual met the requirement necessary to receive a credential.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### **0398 Credential Issuance Date**

The month, day, and year on which an active credential was issued to an individual.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### **0399 Credential Expiration Date**

The month, day, and year on which an active credential held by an individual will expire.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### **0400 Initial Credential Issuance Requirements**

An indication of any requirements necessary for an individual to receive an initial credential.

**Entity Use:** Credential

**Option Use:** 1243 *Education completion*



**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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- Option Use:** 1262 *Fee payment*
- Option Use:** 1245 *Practical experience*
- Option Use:** 1246 *References*
- Option Use:** 1265 *Background/security verification*
- Option Use:** 1248 *Test/assessment*
- Option Use:** 1249 *Completion of induction program*
- Option Use:** 1250 *Completion of professional development plan*
- Option Use:** 1251 *Professional development/in-service credits*
- Option Use:** 1252 *Portfolio completed successfully*
- Option Use:** 1253 *Advisor approval*
- Option Use:** 1254 *Fingerprinting*
- Option Use:** 1255 *Tuberculosis screening*
- Option Use:** 1256 *Drug testing*
- Option Use:** 1257 *Chest x-ray*
- Option Use:** 1258 *Oath of allegiance*
- Option Use:** 1259 *Compliance with state tax laws*
- Option Use:** 9998 *None*
- Option Use:** 9999 *Other*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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#### 0401 Background Check Type

An indication of the type of employment and/or other records that are investigated to determine whether the individual meets the basic and security requirements for employment or a credential.

**Entity Use:** Credential

**Option Use:** 1420 Criminal records

**Option Use:** 1421 Previous employment records

**Option Use:** 1422 Personal references

**Option Use:** 1423 Credentials

**Option Use:** 9999 Other

#### 0402 Background Check Description

A description of the means used to check an individual's employment and/or other records investigated to determine whether he or she meets the basic and security requirements for employment or a credential.

**Entity Use:** Credential

**Option Use:** 0996 No option list available

#### 0403 Background Check Completion Date

The month, day, and year on which the examination of the individual's employment and/or other records was completed. This examination is part of the requirements for this position or a credential.

**Entity Use:** Credential

**Option Use:** 0996 No option list available

#### 0404 Induction Program Mentor

The name of the individual who offered guidance and assistance to the individual during the induction period.

**Entity Use:** Credential

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

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**Option Use:** 0996 *No option list available*

#### 0405 Credential Renewal Requirement

An indication of any requirements necessary for an individual to renew a credential.

**Entity Use:** Credential

**Option Use:** 1260 *Education hours completed*

**Option Use:** 1261 *Degree completed*

**Option Use:** 1262 *Fee payment*

**Option Use:** 1245 *Practical experience*

**Option Use:** 1246 *References*

**Option Use:** 1265 *Background/security verification*

**Option Use:** 1248 *Test/assessment*

**Option Use:** 1249 *Completion of induction program*

**Option Use:** 1250 *Completion of professional development plan*

**Option Use:** 1251 *Professional development/in-service credits*

**Option Use:** 1252 *Portfolio completed successfully*

**Option Use:** 1271 *Advisor/mentor approval*

**Option Use:** 1255 *Tuberculosis screening*

**Option Use:** 1256 *Drug testing*

**Option Use:** 1257 *Chest x-ray*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 1258 *Oath of allegiance*

**Option Use:** 2307 *Recertification points received*

**Option Use:** 1272 *Time on the job*

**Option Use:** 1259 *Compliance with state tax laws*

**Option Use:** 9998 *None*

**Option Use:** 9999 *Other*

#### **0406 Number of Units Required for Credential Renewal**

The number of professional development or re-certification units required to renew a credential.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### **0407 Credential Renewal Units Attempted**

The number of professional development or re-certification units attempted by the individual.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### **0408 Credential Renewal Units Earned**

The number of professional development or re-certification units earned by the individual.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### **0409 Staff Advisor for Credential Renewal**

The individual in charge of advising the individual on the requirements for renewal of credentials.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

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**Entity Use:** Credential

**Option Use:** 0996 No option list available

#### 0410 Credential Renewal Date

The month, day, and year on which the individual met the requirements necessary to renew a credential.

**Entity Use:** Credential

**Option Use:** 0996 No option list available

#### 0411 Program Sponsor

An indication of the type of organization or institution responsible for sponsoring an individual seeking alternative credentialing from a state agency.

**Entity Use:** Credential

**Option Use:** 0099 Postsecondary institution

**Option Use:** 0066 Local education agency (e.g., school district, diocese)

**Option Use:** 0214 Regional or intermediate educational agency

**Option Use:** 1553 State education agency/state government

**Option Use:** 0797 Federal government (e.g., BIA, Military, US Department of Education, US Department of Agriculture)

**Option Use:** 0997 Business

**Option Use:** 0218 Religious organization

**Option Use:** 1275 Non-profit organization

**Option Use:** 1805 Private organization

A non-governmental organization or business.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

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**Option Use:** 9999 Other

#### 0187 Name of Institution

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

#### 1136 State-assigned Code for Institution

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Credentialing Organization

**Option Use:** 0123 Mailing address

**Option Use:** 0124 Shipping address

**Option Use:** 0765 Physical location address

**Option Use:** 2382 Other organization address

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**1133 State-assigned County Code**

An alphanumeric code assigned for the county by the state.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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#### **0100 County FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

#### **0268 State FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Credentialing Organization

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado



**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

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**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

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**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Option Use:** 3313 28

Mississippi

**Option Use:** 3314 29

Missouri

**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

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**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

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**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Credentialing Organization

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

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**Option Use:** 3348 *AL*

Alabama

**Option Use:** 3349 *AK*

Alaska

**Option Use:** 3350 *AZ*

Arizona

**Option Use:** 3351 *AR*

Arkansas

**Option Use:** 3352 *CA*

California

**Option Use:** 3353 *CO*

Colorado

**Option Use:** 3354 *CT*

Connecticut

**Option Use:** 3355 *DE*

Delaware

**Option Use:** 3356 *DC*

District of Columbia

**Option Use:** 3357 *FL*

Florida

**Option Use:** 3358 *GA*

Georgia

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

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**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York



**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Option Use:** 3389 *SD*  
South Dakota

**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3392 *UT*

Utah

**Option Use:** 3393 *VT*

Vermont

**Option Use:** 3394 *VA*

Virginia

**Option Use:** 3395 *WA*

Washington

**Option Use:** 3396 *WV*

West Virginia

**Option Use:** 3397 *WI*

Wisconsin

**Option Use:** 3398 *WY*

Wyoming

**Option Use:** 3399 *DO*

Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*

Bureau of Indian Affairs

**Option Use:** 3402 *AS*

American Samoa

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3403 GU

Guam

**Option Use:** 3404 MP

Northern Marianas

**Option Use:** 3405 PR

Puerto Rico

**Option Use:** 3406 VI

Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Credentialing Organization

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Option Use:** 2364 Facsimile number

**Option Use:** 0400 Appointment telephone number

**Option Use:** 0426 Telex number

**Option Use:** 0437 Telemail

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

---

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### 0151 International Code Number

The international code for the telephone number.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 *No option list available*

#### 0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 *No option list available*

#### 0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Credentialing Organization

**Option Use:** 0767 *Organization*

**Option Use:** 9999 *Other*

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**0304 Web Site Address (URL)**

Unique Resource Locator. The unique address of a Web page.

**Entity Use:** Credentialing Organization

**Option Use:** 0996 No option list available

**0131 First Name**

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0184 Middle Name**

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0844 Middle Initial**

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0156 Last/Surname**

The name borne in common by members of a family.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**0135 Generation Code/Suffix**

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0207 Personal Title/Prefix**

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0208 Position Title**

The descriptive name of an individual's position.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0025 Address Type**

The type of address listed for an individual or organization.

**Entity Use:** Mentor (Professional)

**Option Use:** 0123 Mailing address

**Option Use:** 0765 Physical location address

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 1073 Other home address

**Option Use:** 1074 Employer's address

**Option Use:** 1075 Employment address

**0272 Street Number/Name**

The street number and street name or post office box number of an address.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.



**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

### 1133 State-assigned County Code

An alphanumeric code assigned for the county by the state.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

### 0100 County FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Mentor (Professional)

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3292 05  
Arkansas

**Option Use:** 3293 06  
California

**Option Use:** 3294 08  
Colorado

**Option Use:** 3295 09  
Connecticut

**Option Use:** 3296 10  
Delaware

**Option Use:** 3297 11  
District of Columbia

**Option Use:** 3298 12  
Florida

**Option Use:** 3299 13  
Georgia

**Option Use:** 3300 15  
Hawaii

**Option Use:** 3301 16  
Idaho

**Option Use:** 3302 17  
Illinois

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Option Use:** 3313 28

Mississippi

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3314 29

Missouri

**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3347 78

Virgin Islands

## 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Mentor (Professional)

**Option Use:** 3348 AL

Alabama

**Option Use:** 3349 AK

Alaska

**Option Use:** 3350 AZ

Arizona

**Option Use:** 3351 AR

Arkansas

**Option Use:** 3352 CA

California

**Option Use:** 3353 CO

Colorado

**Option Use:** 3354 CT

Connecticut

**Option Use:** 3355 DE

Delaware

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

---

**Option Use:** 3356 *DC*  
District of Columbia

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana



**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3389 SD

South Dakota

**Option Use:** 3390 TN

Tennessee

**Option Use:** 3391 TX

Texas

**Option Use:** 3392 UT

Utah

**Option Use:** 3393 VT

Vermont

**Option Use:** 3394 VA

Virginia

**Option Use:** 3395 WA

Washington

**Option Use:** 3396 WV

West Virginia

**Option Use:** 3397 WI

Wisconsin

**Option Use:** 3398 WY

Wyoming

**Option Use:** 3399 DO

Department of Defense Dependents Schools (overseas)

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 3400 DD

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 BI

Bureau of Indian Affairs

**Option Use:** 3402 AS

American Samoa

**Option Use:** 3403 GU

Guam

**Option Use:** 3404 MP

Northern Marianas

**Option Use:** 3405 PR

Puerto Rico

**Option Use:** 3406 VI

Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Mentor (Professional)

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

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**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### 0151 International Code Number

The international code for the telephone number.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 *No option list available*

#### 0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 *No option list available*

#### 0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Mentor (Professional)

**Option Use:** 0507 *Home/personal*

**Option Use:** 0518 *Work*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Information

Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

---

**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

#### 0304 Web Site Address (URL)

Unique Resource Locator. The unique address of a Web page.

**Entity Use:** Mentor (Professional)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

---

#### 0412 Credential Assessment Purpose

The reason for which an assessment is being conducted.

**Entity Use:** Credential

**Option Use:** 1276 *Initial credentialing*

**Option Use:** 1277 *Continuation of credential*

**Option Use:** 1278 *Renewal of credential*

**Option Use:** 9999 *Other*

#### 0066 Assessment Title

The title or name of the assessment.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### 0413 Credential Assessment Code

The code used by a state or local education agency or a testing organization to identify a particular assessment given to an individual.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### 0414 Credential Assessment Standard Indicator

An indication as to whether an assessment conforms to a standard.

**Entity Use:** Credential

**Option Use:** 0430 *Local standard*

**Option Use:** 0431 *Statewide standard*



**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

---

**Option Use:** 0432 *Regional standard*

**Option Use:** 0433 *National Board for Professional Teaching Standards (NBPTS) standard*

**Option Use:** 0434 *Association standard*

**Option Use:** 0435 *School standard*

**Option Use:** 0438 *Other standard*

**Option Use:** 9998 *None*

#### 0415 Credential Assessment Type

The category of an assessment based on format and content.

**Entity Use:** Credential

**Option Use:** 1279 *Computer*

Electronic device that stores, retrieves, and processes data, and can be programmed with instructions. A computer is composed of hardware and software, and can exist in a variety of sizes and configurations.

**Option Use:** 1280 *Paper/pencil*

**Option Use:** 1281 *Portfolio (i.e., artifacts of actual performance)*

**Option Use:** 1282 *Observation*

**Option Use:** 1283 *Simulation*

**Option Use:** 1284 *Transcript review*

**Option Use:** 9999 *Other*

#### 0416 Credential Assessment Content

An indication of the specific content (e.g., subject matter) on which an individual is evaluated through an assessment.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

---

**Entity Use:** Credential

**Option Use:** 1285 *Basic mathematics*

**Option Use:** 1286 *Basic reading*

**Option Use:** 0565 *Spelling*

**Option Use:** 1287 *Writing*

**Option Use:** 1288 *Basic language arts*

**Option Use:** 1289 *General knowledge*

**Option Use:** 1290 *Credential subject matter*

**Option Use:** 1291 *Knowledge of teaching/pedagogy*

**Option Use:** 1292 *Technology/computer literacy*

**Option Use:** 1293 *Teaching performance*

**Option Use:** 1294 *Administrator knowledge*

**Option Use:** 1295 *Administrator performance*

**Option Use:** 9999 *Other*

#### 0417 Credential Assessment Content Level

An indication of the level (e.g., basic or advanced) of the content on which an individual is evaluated through an assessment.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

---

#### **0418 Credential Assessment Date**

The day, month, and year on which a credential assessment was administered.

**Entity Use:** Credential

**Option Use:** 0996 No option list available

#### **0430 Credential Assessment Score/Results**

An indication of the evaluated performance of an individual on a credential assessment.

**Entity Use:** Credential

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Characteristics

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

---

#### 0419 Credential Authorized Function

A functional area within which an individual is authorized to serve by an active credential (e.g., English teaching, vocational education, special education, career counseling, principal, superintendent, or online teacher).

**Entity Use:** Credential

**Option Use:** 0996 No option list available

#### 0420 Authorized Instructional Level

The instructional level or levels within which an individual is authorized to serve by an active credential.

**Entity Use:** Credential

**Option Use:** 0787 Infants/toddlers

**Option Use:** 1981 Preschool/early childhood

**Option Use:** 0789 Pre-kindergarten

**Option Use:** 2397 Primary

**Option Use:** 1304 Elementary

**Option Use:** 2399 Intermediate

**Option Use:** 2400 Middle

**Option Use:** 2401 Junior

**Option Use:** 2402 High school

**Option Use:** 2403 Secondary

**Option Use:** 1302 All levels

**Option Use:** 0013 Adult

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Characteristics

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

---

#### **0421 Teaching Field or Area Authorized**

An indication of a teaching field within which an individual is authorized to teach by an active teaching credential. In a departmentalized organization, a teaching field is a major subdivision of the educational program such as language arts, mathematics, music, distributive education, or physical education. In a non-departmentalized situation or in a self-contained classroom, a general teaching level such as elementary or secondary may be the most accurate designation of a teaching field.

**Entity Use:** Credential

**Option Use:** 1296 *Early childhood*

**Option Use:** 0789 *Pre-kindergarten*

**Option Use:** 0805 *Kindergarten*

**Option Use:** 1304 *Elementary*

**Option Use:** 2400 *Middle*

**Option Use:** 2403 *Secondary*

**Option Use:** 0068 *Curriculum and instruction*

**Option Use:** 0097 *Educational administration*

**Option Use:** 1183 *Public administration and services*

**Option Use:** 0302 *Guidance counseling*

Programs that provide advice and guidance for students who need assistance in choosing course or areas for major study, preparing for a vocation or further education, or coping with personal or learning problems.

**Option Use:** 0120 *Educational psychology*

**Option Use:** 1164 *Library science*

**Option Use:** 1305 *Accounting*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Characteristics

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

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**Option Use:** 1306 *Business and management*

**Option Use:** 1307 *Other business*

**Option Use:** 1163 *Liberal arts and sciences, general studies and humanities*

**Option Use:** 1308 *English or language arts*

**Option Use:** 1162 *English language and literature/letters*

**Option Use:** 1309 *Journalism/communications*

**Option Use:** 0560 *Reading*

**Option Use:** 1310 *Speech*

**Option Use:** 1311 *Architecture or environmental design*

**Option Use:** 0684 *Dance*

**Option Use:** 1312 *Drama/Theater*

**Option Use:** 1313 *Music*

**Option Use:** 1314 *Visual arts*

**Option Use:** 2371 *Foreign language and literature*

**Option Use:** 1315 *Chinese*

**Option Use:** 1316 *French*

**Option Use:** 1317 *German*

**Option Use:** 1318 *Italian*

**Option Use:** 1319 *Japanese*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Characteristics

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

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**Option Use:** 1320 *Latin*

**Option Use:** 1321 *Russian*

**Option Use:** 1322 *Spanish*

**Option Use:** 1323 *Other languages*

**Option Use:** 1324 *Computer science*

**Option Use:** 1157 *Engineering*

**Option Use:** 1166 *Mathematics*

**Option Use:** 1325 *Biology or life science*

**Option Use:** 1326 *Chemistry*

**Option Use:** 1327 *Earth/space science/geology*

**Option Use:** 1328 *General science*

**Option Use:** 1329 *Health education*

**Option Use:** 1330 *Physical science*

**Option Use:** 1331 *Physics*

**Option Use:** 1332 *Other natural sciences*

**Option Use:** 1150 *Area, ethnic and cultural studies*

**Option Use:** 1333 *American Indian/Native American studies*

**Option Use:** 1334 *Anthropology*

**Option Use:** 1335 *Civics*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Characteristics

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

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**Option Use:** 1336 *Economics*

**Option Use:** 0547 *Geography*

**Option Use:** 0550 *History*

**Option Use:** 1337 *Humanities*

**Option Use:** 1338 *Law*

**Option Use:** 0558 *Multi/Interdisciplinary studies*

**Option Use:** 1339 *Philosophy*

**Option Use:** 1340 *Political science and government*

**Option Use:** 1181 *Psychology*

**Option Use:** 1342 *Religion*

**Option Use:** 0563 *Social studies*

**Option Use:** 1343 *Sociology*

**Option Use:** 1344 *Other area or ethnic studies*

**Option Use:** 1345 *Other social studies/social sciences*

**Option Use:** 1346 *Basic skills or remedial education*

**Option Use:** 0251 *Bilingual education*

**Option Use:** 0256 *English as a second language*

**Option Use:** 0557 *Military science*

**Option Use:** 0559 *Physical education*



**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Credential Characteristics

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

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- Option Use:** 2381 *Gifted and talented*
- Option Use:** 2043 *Special education*
- Option Use:** 1348 *Autism*
- Option Use:** 1349 *Deaf and hard-of-hearing*
- Option Use:** 1350 *Developmentally delayed*
- Option Use:** 1351 *Early childhood special education*
- Option Use:** 1352 *Emotionally disturbed or behavior disorders*
- Option Use:** 1353 *Learning disabilities*
- Option Use:** 1354 *Mentally disabled*
- Option Use:** 1355 *Mildly/moderately disabled*
- Option Use:** 1357 *Severely/profoundly disabled*
- Option Use:** 1356 *Orthopedically impaired*
- Option Use:** 1358 *Speech/language impaired*
- Option Use:** 1359 *Traumatically brain-injured*
- Option Use:** 1360 *Visually impaired*
- Option Use:** 1361 *Other special education*
- Option Use:** 1362 *Agriculture or natural resources*
- Option Use:** 1363 *Business/office*
- Option Use:** 1364 *Career education*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Characteristics

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

---

**Option Use:** 1153 *Communications technologies*

**Option Use:** 1366 *Cosmetology*

**Option Use:** 1367 *Family and consumer science (home economics)*

**Option Use:** 1368 *Food/restaurant skills and services*

**Option Use:** 1369 *Health professions and occupations*

**Option Use:** 1370 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*

**Option Use:** 1371 *Other vocational/technical education*

**Option Use:** 9999 *Other*

#### 0422 Credential Fee Amount

The amount of money required from an individual as a fee for receiving a credential.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### 0423 Fee Payment Status

An indication of the amount of money received from an individual as payment toward fees required for receipt of a credential.

**Entity Use:** Credential

**Option Use:** 0996 *No option list available*

#### 0424 Fee Payment Date

The month, day, and year on which fee payment was made by an individual for receipt of a credential.

**Entity Use:** Credential

***Domain:***                **Staff**

***Section:***              **Qualification Information**

***Category:***            **Credential Characteristics**

Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

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**Option Use:**    **0996**   *No option list available*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Credential Revocation Information

Information concerning revocation of an individual's certificate, license, permit, or other credential held.

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**0425 Credential Revocation Date**

The month, day, and year on which a credential was revoked.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0426 Credential Revocation Reason**

The basis of the decision to revoke a credential (e.g., lapsed, felony conviction).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Publications

Information about an individual's professional public communications and/or performance.

---

#### 0427 Publication Type

An indication of the nature of an individual's professional public communication and/or performance.

**Entity Use:** Staff Member

**Option Use:** 1372 *Book*

**Option Use:** 1373 *Peer journal article*

**Option Use:** 1374 *Non-peer journal article*

**Option Use:** 1375 *Fine arts performance (e.g., play, dance, multi-media event, art show, musical performance)*

**Option Use:** 1376 *Presentation/paper at a conference or professional association meeting*

**Option Use:** 1377 *Newspaper article*

**Option Use:** 9999 *Other*

#### 0428 Publication Description

A description of the title, location/appearance, date, and/or other information related to an individual's publication.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

---

**0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

**1136 State-assigned Code for Institution**

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

**0429 Business Type**

An indication of the general nature of an organization or institution.

**Entity Use:** Employer

**Option Use:** 0099 Postsecondary institution

**Option Use:** 0209 Career/technical/vocational institution

**Option Use:** 0211 Public elementary/secondary school

**Option Use:** 0212 Private elementary/secondary school

**Option Use:** 0066 Local education agency (e.g., school district, diocese)

**Option Use:** 0622 Local/community government

**Option Use:** 0214 Regional or intermediate educational agency

**Option Use:** 0617 State government

**Option Use:** 0997 Business

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

---

**Option Use:** 0749 *Foundations and other charitable organizations*

**Option Use:** 0772 *Unions*

**Option Use:** 0731 *Parent/teacher organizations*

**Option Use:** 0797 *Federal government (e.g., BIA, Military, US Department of Education, US Department of Agriculture)*

**Option Use:** 0218 *Religious organization*

**Option Use:** 0219 *Fraternal organization*

**Option Use:** 1275 *Non-profit organization*

**Option Use:** 9999 *Other*

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Employer

**Option Use:** 0123 *Mailing address*

**Option Use:** 0124 *Shipping address*

**Option Use:** 0765 *Physical location address*

**Option Use:** 2382 *Other organization address*

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Employer

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

**1133 State-assigned County Code**

An alphanumeric code assigned for the county by the state.

**Entity Use:** Employer

**Option Use:** 0996 No option list available



**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

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#### **0100 County FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Employer

**Option Use:** 0996 No option list available

#### **0268 State FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Employer

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3306 21  
Kentucky

**Option Use:** 3307 22  
Louisiana

**Option Use:** 3308 23  
Maine

**Option Use:** 3309 24  
Maryland

**Option Use:** 3310 25  
Massachusetts

**Option Use:** 3311 26  
Michigan

**Option Use:** 3312 27  
Minnesota

**Option Use:** 3313 28  
Mississippi

**Option Use:** 3314 29  
Missouri

**Option Use:** 3315 30  
Montana

**Option Use:** 3316 31  
Nebraska

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

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**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### **0267 State Abbreviation**

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Employer

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3348 *AL*  
Alabama

**Option Use:** 3349 *AK*  
Alaska

**Option Use:** 3350 *AZ*  
Arizona

**Option Use:** 3351 *AR*  
Arkansas

**Option Use:** 3352 *CA*  
California

**Option Use:** 3353 *CO*  
Colorado

**Option Use:** 3354 *CT*  
Connecticut

**Option Use:** 3355 *DE*  
Delaware

**Option Use:** 3356 *DC*  
District of Columbia

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts



**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Option Use:** 3389 *SD*  
South Dakota

**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin

**Option Use:** 3398 *WY*  
Wyoming

**Option Use:** 3399 *DO*  
Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*  
Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*  
Bureau of Indian Affairs

**Option Use:** 3402 *AS*  
American Samoa

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 3403 GU  
Guam

**Option Use:** 3404 MP  
Northern Marianas

**Option Use:** 3405 PR  
Puerto Rico

**Option Use:** 3406 VI  
Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Employer

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Employer

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

---

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Employer

**Option Use:** 0996 *No option list available*

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Employer

**Option Use:** 0996 *No option list available*

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Employer

**Option Use:** 0096 *Main telephone number*

**Option Use:** 0350 *Alternate telephone number*

**Option Use:** 0359 *Answering service*

**Option Use:** 0370 *Beeper number*

**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

---

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### **0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Employer

**Option Use:** 0996 *No option list available*

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Employer

**Option Use:** 0996 *No option list available*

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Employer

**Option Use:** 0767 *Organization*

**Option Use:** 9999 *Other*

#### **0120 Electronic Mail Address**

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Employer

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

### 0613 Employment Status

The condition under which an individual has agreed to serve an employer.

**Entity Use:** Staff Member

**Option Use:** 1378 *Probationary*

An individual who does not meet all of the prerequisites for status as a permanent employee.

**Option Use:** 1379 *Contractual*

An individual who has an employment agreement that specifies the length and type of service.

**Option Use:** 1380 *Substitute/temporary*

An individual who is employed on a temporary basis (e.g., year-to-year, term-to-term, or day-to-day).

**Option Use:** 1381 *Tenured or permanent*

An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.

**Option Use:** 1382 *Volunteer*

An individual who provides services but does not receive remuneration.

**Option Use:** 1383 *Employed or affiliated with outside organization*

An individual who is employed by an outside organization that is providing a service under a contract to or in agreement with a school or agency.

**Option Use:** 1384 *Contingent upon funding*

An individual whose employment is contingent upon continued funding to sustain the position.

**Option Use:** 1385 *Non-contractual*

An individual who is employed and is subject to continuance by the governing authority without due process.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 1386 *Other employment status*

**0431 Employment Start Date**

The month, day, and year on which an individual began self-employment or employment with an organization or institution.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**0432 Employment End Date**

The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**0433 Condition of Employment**

Information concerning the employment contract between an individual and an organization.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

**0434 Employment Separation Reason**

The primary reason for the termination of the employment relationship.

**Entity Use:** Staff Member

**Option Use:** 1387 *Other employment in education*

Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

**Option Use:** 1388 *Other employment outside of education*

Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.



**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 1389 *Retirement*

Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

**Option Use:** 1390 *Family/personal relocation*

Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

**Option Use:** 1391 *Change of assignment*

Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

**Option Use:** 1392 *Formal study or research*

Separation resulting from an individual leaving an employer to study or undertake research activities.

**Option Use:** 1393 *Illness/disability*

Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

**Option Use:** 1394 *Homemaking/caring for a family member*

Separation resulting from an individual's decision to become a homemaker, to spend time rearing his or her children, or to care for his or her parent/guardian.

**Option Use:** 1395 *Layoff due to budgetary reduction*

Separation resulting from a decrease in the monies available to an organization for staffing.

**Option Use:** 1396 *Layoff due to organizational restructuring*

Separation resulting from changes in the administrative, personnel or executive structure of an organization.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

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**Option Use:** 1397 *Layoff due to decreased workload*

Separation resulting from a reduction in the amount of work to be done.

**Option Use:** 1398 *Discharge due to unsuitability*

Separation resulting from the incompatibility of an individual's work style or skills with the requirements of his or her position.

**Option Use:** 1399 *Discharge due to misconduct*

Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

**Option Use:** 1400 *Discharge due to continued absence or tardiness*

Separation resulting from not being present or being late for work on a frequent basis.

**Option Use:** 1401 *Discharge due to a falsified application form*

Separation resulting from untrue or misleading information provided on the employment application.

**Option Use:** 1402 *Discharge due to credential revoked or suspended*

Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

**Option Use:** 1403 *Discharge due to unsatisfactory work performance*

Separation resulting from job activities carried out below a standard of quality.

**Option Use:** 1404 *Death*

Separation resulting from the death of an individual.

**Option Use:** 1405 *Personal reason*

Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

**Option Use:** 1406 *Lay off due to lack of funding*

Separation resulting from the position being eliminated due to lack of funds.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

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**Option Use:** 1407 *Lost credential*

Separation resulting from the individual losing the credential required for the position.

**Option Use:** 1408 *Reason unknown*

Separation resulting from an individual leaving an agency or system for an unknown reason.

**Option Use:** 9999 *Other*

#### 0435 Nature of Prior Employment

The descriptive name (e.g., teaching, office/clerical, custodial) of the occupation or job duties performed by an individual.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0436 Teaching Assignment

The teaching field taught by an individual.

**Entity Use:** Staff Member

**Option Use:** 1296 *Early childhood*

**Option Use:** 0789 *Pre-kindergarten*

**Option Use:** 0805 *Kindergarten*

**Option Use:** 1304 *Elementary*

**Option Use:** 2400 *Middle*

**Option Use:** 2403 *Secondary*

**Option Use:** 0068 *Curriculum and instruction*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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**Option Use:** 0097 *Educational administration*

**Option Use:** 1183 *Public administration and services*

**Option Use:** 0302 *Guidance counseling*

Programs that provide advice and guidance for students who need assistance in choosing course or areas for major study, preparing for a vocation or further education, or coping with personal or learning problems.

**Option Use:** 0120 *Educational psychology*

**Option Use:** 1164 *Library science*

**Option Use:** 1305 *Accounting*

**Option Use:** 1306 *Business and management*

**Option Use:** 1307 *Other business*

**Option Use:** 1163 *Liberal arts and sciences, general studies and humanities*

**Option Use:** 1308 *English or language arts*

**Option Use:** 1162 *English language and literature/letters*

**Option Use:** 1309 *Journalism/communications*

**Option Use:** 0560 *Reading*

**Option Use:** 1310 *Speech*

**Option Use:** 1311 *Architecture or environmental design*

**Option Use:** 0684 *Dance*

**Option Use:** 1312 *Drama/Theater*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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- Option Use:** 1313 *Music*
- Option Use:** 1314 *Visual arts*
- Option Use:** 2371 *Foreign language and literature*
- Option Use:** 1315 *Chinese*
- Option Use:** 1316 *French*
- Option Use:** 1317 *German*
- Option Use:** 1318 *Italian*
- Option Use:** 1319 *Japanese*
- Option Use:** 1320 *Latin*
- Option Use:** 1321 *Russian*
- Option Use:** 1322 *Spanish*
- Option Use:** 1323 *Other languages*
- Option Use:** 1324 *Computer science*
- Option Use:** 1157 *Engineering*
- Option Use:** 1166 *Mathematics*
- Option Use:** 1325 *Biology or life science*
- Option Use:** 1326 *Chemistry*
- Option Use:** 1327 *Earth/space science/geology*
- Option Use:** 1328 *General science*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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**Option Use:** 1329 *Health education*

**Option Use:** 1330 *Physical science*

**Option Use:** 1331 *Physics*

**Option Use:** 1332 *Other natural sciences*

**Option Use:** 1150 *Area, ethnic and cultural studies*

**Option Use:** 1333 *American Indian/Native American studies*

**Option Use:** 1334 *Anthropology*

**Option Use:** 1335 *Civics*

**Option Use:** 1336 *Economics*

**Option Use:** 0547 *Geography*

**Option Use:** 0550 *History*

**Option Use:** 1337 *Humanities*

**Option Use:** 1338 *Law*

**Option Use:** 0558 *Multi/Interdisciplinary studies*

**Option Use:** 1339 *Philosophy*

**Option Use:** 1340 *Political science and government*

**Option Use:** 1181 *Psychology*

**Option Use:** 1342 *Religion*

**Option Use:** 0563 *Social studies*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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- Option Use:** 1343 *Sociology*
- Option Use:** 1344 *Other area or ethnic studies*
- Option Use:** 1345 *Other social studies/social sciences*
- Option Use:** 1346 *Basic skills or remedial education*
- Option Use:** 0251 *Bilingual education*
- Option Use:** 0256 *English as a second language*
- Option Use:** 0557 *Military science*
- Option Use:** 0559 *Physical education*
- Option Use:** 2381 *Gifted and talented*
- Option Use:** 2043 *Special education*
- Option Use:** 1348 *Autism*
- Option Use:** 1349 *Deaf and hard-of-hearing*
- Option Use:** 1350 *Developmentally delayed*
- Option Use:** 1351 *Early childhood special education*
- Option Use:** 1352 *Emotionally disturbed or behavior disorders*
- Option Use:** 1353 *Learning disabilities*
- Option Use:** 1354 *Mentally disabled*
- Option Use:** 1355 *Mildly/moderately disabled*
- Option Use:** 1357 *Severely/profoundly disabled*

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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- Option Use:** 1356 *Orthopedically impaired*
- Option Use:** 1358 *Speech/language impaired*
- Option Use:** 1359 *Traumatically brain-injured*
- Option Use:** 1360 *Visually impaired*
- Option Use:** 1361 *Other special education*
- Option Use:** 1362 *Agriculture or natural resources*
- Option Use:** 1363 *Business/office*
- Option Use:** 1364 *Career education*
- Option Use:** 1153 *Communications technologies*
- Option Use:** 1366 *Cosmetology*
- Option Use:** 1367 *Family and consumer science (home economics)*
- Option Use:** 1368 *Food/restaurant skills and services*
- Option Use:** 1369 *Health professions and occupations*
- Option Use:** 1370 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*
- Option Use:** 1371 *Other vocational/technical education*
- Option Use:** 9999 *Other*

#### **0437 Instructional Level**

An indication of the general nature of instruction provided throughout a course.

**Entity Use:** Assignment



**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

---

**Option Use:** 0568 *Remedial*

A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

**Option Use:** 0569 *Special education course*

A course that adopts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.

**Option Use:** 0570 *Basic*

A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

**Option Use:** 0571 *General*

A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

**Option Use:** 0572 *Honors level*

An advanced level course designed for students who have earned honors status according to educational requirements.

**Option Use:** 0573 *Gifted and talented level*

An advanced level course designed primarily for students who have qualified for and enrolled in a school, educational institution, or district gifted and talented program.

**Option Use:** 0574 *International Baccalaureate program*

A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Prior Experience

Information about an individual's employment prior to current employment.

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**Option Use:** 0575 *Advanced placement*

An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

**Option Use:** 0576 *College level*

A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

**Option Use:** 0577 *Untracked*

A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

**Option Use:** 0578 *English Language Learner (ELL)*

A course designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

**Option Use:** 0579 *Accepted as a high school equivalent*

A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

**Option Use:** 9999 *Other*

**0131 First Name**

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 *No option list available*

**0184 Middle Name**

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0156 Last/Surname

The name borne in common by members of a family.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0208 Position Title

The descriptive name of an individual's position.

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Immediate Supervisor

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Option Use:** 2364 Facsimile number

**Option Use:** 0400 Appointment telephone number

**Option Use:** 0426 Telex number

**Option Use:** 0437 Telemail

**Option Use:** 0448 Voice mail

**Option Use:** 0478 Instant messaging number

**Domain:** Staff  
**Section:** Qualification Information  
**Category:** Prior Experience  
Information about an individual's employment prior to current employment.

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**Option Use:** 0486 *Media conferencing number*

**0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 *No option list available*

**0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 *No option list available*

**0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Immediate Supervisor

**Option Use:** 0507 *Home/personal*

**Option Use:** 0518 *Work*

**Option Use:** 9999 *Other*

**0120 Electronic Mail Address**

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Qualification Information

**Category:** Years of Employment Experience

Information about the total number of years an individual has been employed, including the number of years of education-related experience.

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**0438 Years of Prior Teaching Experience**

The total number of years that an individual has previously held a teaching position in one or more education institutions.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0439 Years of Prior Education Experience**

The total number of years that an individual has previously held an education position (including positions as a teacher and administrator).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0440 Years of Prior Related Experience**

The total number of years of employment in a non-education area related to the field in which an individual is currently employed (e.g. 10 years of employment as an automotive mechanic for an individual teaching automotive in a vocational education program).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0441 Total Number of Years of Prior Experience**

The cumulative total number of years (e.g., 3 years, 2.5 years) an individual has previously held employment.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Internship/Apprenticeship

Information about any period during which an individual formally served as an intern or an apprentice prior to or during current employment.

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#### **0442 Internship/Apprenticeship Description**

A description of the type of internship or apprenticeship (including student or practice teaching) formally served by an individual.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0443 Internship/Apprenticeship Beginning Date**

The month, day, and year on which an individual began an experience as an intern or apprentice.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0444 Internship/Apprenticeship Ending Date**

The month, day, and year on which an individual finished an experience as an intern or apprentice.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0445 Internship/Apprenticeship Results**

A description of the outcomes or recommendations resulting from completion of an internship or apprenticeship.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Qualification Information

**Category:** Related Travel Activities

Information on an individual's travel activities prior to or during current employment which is significant to his or her job requirements or qualifications.

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#### **0446 Travel Location**

The city, state and/or country of the destination of a trip taken by an individual.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0447 Travel Purpose**

The purpose of a trip taken by an individual.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0448 Travel Beginning Date**

The month, day, and year on which an individual embarked on a trip.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0449 Travel Ending Date**

The month, day, and year on which an individual returned from a trip.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available



<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Qualification Information</b>
<b>Category:</b>	<b>Other Interests</b>
	Information on individual's other interests, including group memberships and participation and offices held in an organization.

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#### **0450 Avocational Interests and Skills**

Description of a hobby or other interest or skill of an individual. These may include but are not limited to singing, art, music, writing, public speaking, and youth work.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0451 Other Areas of Informal Qualification**

Other areas or fields in which an individual has some special informal qualification or occupational training (e.g., as an artist).

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0452 Special Contact Group Empathies**

Notation of an individual's interest and ability to work with special contact groups, based on factors such as bilingualism, racial or ethnic background, or religion.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0389 Honor or Award**

A description of educational or professional honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** **Public Service**

**Domain:** Staff

**Section:** Qualification Information

**Category:** Other Interests

Information on individual's other interests, including group memberships and participation and offices held in an organization.

---

**Option Use:** 0996 No option list available

#### 1136 State-assigned Code for Institution

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Public Service

**Option Use:** 0996 No option list available

#### 0453 Years of Participation

The number of years that an individual belonged to an organization or association or served as an elected public official.

**Entity Use:** Public Service

**Option Use:** 0996 No option list available

#### 0454 Office Held

The title of a position of trust and leadership held by an individual in an organization, association, or public political office.

**Entity Use:** Public Service

**Option Use:** 0996 No option list available

#### 0455 Office Term Beginning Date

The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association, or political office began.

**Entity Use:** Public Service

**Option Use:** 0996 No option list available

#### 0456 Office Term Ending Date

The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association, or political office ended.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Other Interests

Information on individual's other interests, including group memberships and participation and offices held in an organization.

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**Entity Use:** Public Service

**Option Use:** 0996 No option list available

#### 0187 Name of Institution

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Organization Membership

**Option Use:** 0996 No option list available

#### 1136 State-assigned Code for Institution

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Organization Membership

**Option Use:** 0996 No option list available

#### 0453 Years of Participation

The number of years that an individual belonged to an organization or association or served as an elected public official.

**Entity Use:** Organization Membership

**Option Use:** 0996 No option list available

#### 0454 Office Held

The title of a position of trust and leadership held by an individual in an organization, association, or public political office.

**Entity Use:** Organization Membership

**Option Use:** 0996 No option list available

#### 0455 Office Term Beginning Date

The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association, or political office began.

**Domain:** Staff

**Section:** Qualification Information

**Category:** Other Interests

Information on individual's other interests, including group memberships and participation and offices held in an organization.

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**Entity Use:** Organization Membership

**Option Use:** 0996 No option list available

**0456 Office Term Ending Date**

The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association, or political office ended.

**Entity Use:** Organization Membership

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Entry into Employment</b>
	Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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#### 0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### 0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### 0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### 0156 Last/Surname

The name borne in common by members of a family.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### 0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Entry into Employment</b>
	Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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#### 0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### 0208 Position Title

The descriptive name of an individual's position.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### 0187 Name of Institution

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:**     **Recruiter**

**Option Use:**     *0123 Mailing address*

**Option Use:**     *0765 Physical location address*

**Option Use:**     *1073 Other home address*

**Option Use:**     *1074 Employer's address*

**Option Use:**     *1075 Employment address*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Entry into Employment</b>
	Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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#### **0272 Street Number/Name**

The street number and street name or post office box number of an address.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### **0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### **0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### **0090 City**

The name of the city in which an address is located.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### **0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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### 1133 State-assigned County Code

An alphanumeric code assigned for the county by the state.

**Entity Use:** Recruiter

**Option Use:** 0996 No option list available

### 0100 County FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Recruiter

**Option Use:** 0996 No option list available

### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Recruiter

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Option Use:** 3313 28

Mississippi

**Option Use:** 3314 29

Missouri

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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## 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Recruiter

**Option Use:** 3348 AL  
Alabama

**Option Use:** 3349 AK  
Alaska

**Option Use:** 3350 AZ  
Arizona

**Option Use:** 3351 AR  
Arkansas

**Option Use:** 3352 CA  
California

**Option Use:** 3353 CO  
Colorado

**Option Use:** 3354 CT  
Connecticut

**Option Use:** 3355 DE  
Delaware

**Option Use:** 3356 DC  
District of Columbia

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3379 *NM*

New Mexico

**Option Use:** 3380 *NY*

New York

**Option Use:** 3381 *NC*

North Carolina

**Option Use:** 3382 *ND*

North Dakota

**Option Use:** 3383 *OH*

Ohio

**Option Use:** 3384 *OK*

Oklahoma

**Option Use:** 3385 *OR*

Oregon

**Option Use:** 3386 *PA*

Pennsylvania

**Option Use:** 3387 *RI*

Rhode Island

**Option Use:** 3388 *SC*

South Carolina

**Option Use:** 3389 *SD*

South Dakota

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin

**Option Use:** 3398 *WY*  
Wyoming

**Option Use:** 3399 *DO*  
Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*  
Department of Defense Dependents Schools (domestic)

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 3401 *BI*  
Bureau of Indian Affairs

**Option Use:** 3402 *AS*  
American Samoa

**Option Use:** 3403 *GU*  
Guam

**Option Use:** 3404 *MP*  
Northern Marianas

**Option Use:** 3405 *PR*  
Puerto Rico

**Option Use:** 3406 *VI*  
Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Recruiter

**Option Use:** 0996 *No option list available*

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Recruiter

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Entry into Employment</b>
	Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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#### **0099 Country Code**

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### **0185 Name of Country**

The name of the country in which an address is located.

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### **0281 Telephone Status**

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:**     **Recruiter**

**Option Use:**     *0996 No option list available*

#### **0280 Telephone Number Type**

The type of communication number listed for an individual or organization.

**Entity Use:**     **Recruiter**

**Option Use:**     *0096 Main telephone number*

**Option Use:**     *0350 Alternate telephone number*

**Option Use:**     *0359 Answering service*

**Option Use:**     *0370 Beeper number*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### **0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Recruiter

**Option Use:** 0996 *No option list available*

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Recruiter

**Option Use:** 0996 *No option list available*

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Recruiter

**Option Use:** 0507 *Home/personal*

**Option Use:** 0518 *Work*

**Domain:** Staff

**Section:** Current Employment

**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

---

**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Recruiter

**Option Use:** 0996 No option list available

#### 0304 Web Site Address (URL)

Unique Resource Locator. The unique address of a Web page.

**Entity Use:** Recruiter

**Option Use:** 0996 No option list available

#### 0457 Means of Introduction for Employment

The manner in which an individual was initially introduced to an employer or the way in which the employer became aware of an individual's availability for employment.

**Entity Use:** Staff Member

**Option Use:** 1410 Advertisement

The individual responded to an employer's advertisement in, for example, a newspaper, radio, web site, or professional journal.

**Option Use:** 1411 Assignment/appointment

The individual was selected or designated by an employer to fill a position (e.g., political appointment)

**Option Use:** 1412 Employee-initiated effort

The individual, through his or her own efforts, initiated contact with an employer.

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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**Option Use:** 1413 *Employment agency*

The individual was introduced to an employer through an intermediate placement agency or union.

**Option Use:** 0357 *Peace Corps/Overseas Military*

The individual was introduced to an employer through an arrangement by the Peace Corps or Overseas Military.

**Option Use:** 1414 *Recruitment effort*

The individual was introduced to an employer through a format (e.g., placement office) or informal effort on the part of the organization to recruit individuals through colleges, universities, vocational institutes, or other institutions.

**Option Use:** 1415 *Staff recommendation*

The individual was introduced to an employer by a current employee.

**Option Use:** 1416 *Student teaching or internship*

The individual was introduced to an employer during the period of student teaching or internship and was subsequently hired.

**Option Use:** 1417 *Educator database service/network*

The individual was introduced to an employer by an organization or system that serves as a source of information about individuals in search of teaching positions.

**Option Use:** 1418 *Work-related organization recommendation*

The individual was introduced to an employer and recommended for employment by a work-related organization (e.g., a member of a religious order assigned to one of the order's schools).

**Option Use:** 1419 *Internet*

The individual initiated contact with an employer, responded to an employer's posting on the Internet or used other Internet job search services.

**Option Use:** 9999 *Other*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Entry into Employment</b>
	Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

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#### 0458 Application Date

The month, day, and year on which the individual filed the employment application.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0459 Application Status

An indication of the status of the individual's employment application.

**Entity Use:** Staff Member

**Option Use:** 0122 *Active*

**Option Use:** 0133 *Inactive*

#### 0401 Background Check Type

An indication of the type of employment and/or other records that are investigated to determine whether the individual meets the basic and security requirements for employment or a credential.

**Entity Use:** Staff Member

**Option Use:** 1420 *Criminal records*

**Option Use:** 1421 *Previous employment records*

**Option Use:** 1422 *Personal references*

**Option Use:** 1423 *Credentials*

**Option Use:** 9999 *Other*

#### 0402 Background Check Description

A description of the means used to check an individual's employment and/or other records investigated to determine whether he or she meets the basic and security requirements for employment or a credential.

**Entity Use:** Staff Member



<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Entry into Employment</b>
	Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

---

**Option Use:** 0996 No option list available

#### **0403 Background Check Completion Date**

The month, day, and year on which the examination of the individual's employment and/or other records was completed. This examination is part of the requirements for this position or a credential.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0460 Position Assessment Type**

An indication of the type of an assessment administered to an individual for skills that are required for the position (e.g. keyboarding, spelling, grammar, editing, data entry, and driving).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0461 Position Assessment Date**

The month, day, and year on which an assessment was administered for skills that are required for the position.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0462 Position Assessment Results**

An indication of the results of the assessment for skills that are required for the position.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0463 Required Software Application Type**

An indication of the type of software application that is required for the position in question (e.g., spreadsheet, word processing, database, Internet use, web development, statistical analysis).

**Domain:** Staff

**Section:** Current Employment

**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

---

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0464 Required Software Application Title

An indication of the title of a software application required for the position in question.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0465 Required Application Experience Level

An indication of the individual's level of skill or experience using the software application (e.g., expert, intermediate, novice or years of experience).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0466 Prior Year Status

An indication of an individual's professional or personal experience during the year before an application for employment is filed.

**Entity Use:** Staff Member

**Option Use:** 1424 Teaching in this school

**Option Use:** 1425 Teaching in another elementary or secondary school in this school system

**Option Use:** 1426 Teaching in a public elementary or secondary school in a different school system in this state

**Option Use:** 1427 Teaching in a public elementary or secondary school in another state

**Option Use:** 1428 Teaching in a private elementary or secondary school

**Option Use:** 1429 Student at a college or university

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Entry into Employment

Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

---

**Option Use:** 1430 *Teaching in a preschool*

**Option Use:** 1431 *Teaching at a college or university*

**Option Use:** 1432 *Working in a position in the field of education, but not as a teacher*

**Option Use:** 1433 *Working in an occupation outside the field of education*

**Option Use:** 1434 *Caring for family members*

**Option Use:** 1435 *Military service*

**Option Use:** 1436 *Unemployed and seeking work*

An individual who is without work but is actively seeking employment.

**Option Use:** 1437 *Retired from another job*

**Option Use:** 9999 *Other*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Employment Conditions</b>
	Information concerning the employment contract between an individual and an organization.

---

#### 0467 Hire Date

The month, day, and year on which an individual was hired for a position.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0613 Employment Status

The condition under which an individual has agreed to serve an employer.

**Entity Use:** Staff Member

**Option Use:** 1378 *Probationary*

An individual who does not meet all of the prerequisites for status as a permanent employee.

**Option Use:** 1379 *Contractual*

An individual who has an employment agreement that specifies the length and type of service.

**Option Use:** 1380 *Substitute/temporary*

An individual who is employed on a temporary basis (e.g., year-to-year, term-to-term, or day-to-day).

**Option Use:** 1381 *Tenured or permanent*

An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.

**Option Use:** 1382 *Volunteer*

An individual who provides services but does not receive remuneration.

**Option Use:** 1383 *Employed or affiliated with outside organization*

An individual who is employed by an outside organization that is providing a service under a contract to or in agreement with a school or agency.

**Domain:** Staff

**Section:** Current Employment

**Category:** Employment Conditions

Information concerning the employment contract between an individual and an organization.

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**Option Use:** 1384 *Contingent upon funding*

An individual whose employment is contingent upon continued funding to sustain the position.

**Option Use:** 1385 *Non-contractual*

An individual who is employed and is subject to continuance by the governing authority without due process.

**Option Use:** 1386 *Other employment status*

**0468 Contractual Term**

The length of the contract under which an individual is employed by an employer.

**Entity Use:** Staff Member

**Option Use:** 1439 *Short-term*

A contract covering a period of less than one school or calendar year.

**Option Use:** 0410 *Annual year*

A contract covering a period of one school or calendar year.

**Option Use:** 1440 *Continuing*

A contract which continues automatically from year to year without action on the part of the governing authority, but which may be terminated through appropriate action by the parties involved.

**Option Use:** 1441 *Renewable*

A contract which can continue into another contractual period through appropriate action by the parties involved.

**Option Use:** 1442 *Multiyear*

A contract covering a period of more than one school or calendar year.

**Option Use:** 9999 *Other*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Employment Conditions  
Information concerning the employment contract between an individual and an organization.

---

**0469 Contract Beginning Date**

The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to begin (or the date on which the agreement is made valid).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0470 Contract Ending Date**

The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to end (or the date on which the agreement is no longer valid).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0471 Seniority Date**

The month, day, and year on which an individual's seniority in a position was established.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0472 Tenure Date**

The month, day, and year on which an individual obtained tenure.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0473 Contract Days of Service per Year**

The number of days per year that an individual is expected to work as outlined specifically in his or her employment agreement.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Employment Conditions</b>
	Information concerning the employment contract between an individual and an organization.

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#### **0474 Employment Time Annually**

The annual amount/unit of time an individual is employed to perform an assignment for an employer (e.g., 180 days, nine months, ten months, full year).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0475 Full-time Equivalency (FTE)**

The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0476 Full-time Status**

An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

**Entity Use:** Staff Member

**Option Use:** 2015 Full-time employment

**Option Use:** 2016 Part-time employment

#### **0477 Hours of Service per Day**

The average number of hours per work day that an individual is expected to work as outlined specifically in his or her employment agreement.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0478 Days of Service Per Week**

The average number of days per week that an individual is expected to work as outlined specifically in his or her employment agreement.

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Employment Conditions  
Information concerning the employment contract between an individual and an organization.

---

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0479 Hours of Service per Week**

The average number of hours per week that an individual is expected to work as outlined specifically in his or her employment agreement.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0480 Scheduled Work Time Daily**

The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0481 Scheduled Work Days Weekly**

The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0482 Scheduled Work Months Annually**

The specific month(s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Employment Conditions  
Information concerning the employment contract between an individual and an organization.

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**0208 Position Title**

The descriptive name of an individual's position.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0483 Position or Classification Number**

An indication of the level or category of an individual's position as assigned by the employer.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0484 Unique Position Number**

A unique number that is used for identifying a position within an organization.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0485 Fair Labor Standards Act Coverage**

Identification of the status of an individual's assignment, as governed by the provisions of the Fair Labor Standards Act, which establishes a federal minimum wage and eligibility for receiving overtime pay. Coverage depends upon the extent of managerial responsibility, use of independent discretion, position qualifications, and pay level of the assignment.

**Entity Use:** Staff Member

**Option Use:** 1443 Nonexempt

An individual's assignment is covered by the federal minimum wage provisions with eligibility for overtime pay.

**Domain:** Staff

**Section:** Current Employment

**Category:** Employment Conditions

Information concerning the employment contract between an individual and an organization.

---

**Option Use:** 1438 *Exempt*

An individual who is employed in such a manner that he or she is not required to be paid overtime, in accordance with applicable wage and hour laws, for work performed beyond forty (40) hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically exempt.

#### 0486 Substitute Status

An indication of an individual's willingness to perform services for an employer on an as-needed basis.

**Entity Use:** Staff Member

**Option Use:** 1444 *Willing*

The individual agrees to work on a substitute basis, however, he or she is not currently doing so.

**Option Use:** 1445 *Not willing*

The individual does not agree to work on a substitute basis.

**Option Use:** 1446 *Currently substituting*

The individual is currently working on a substitute basis.

#### 0487 Vehicle Driver's License Type

An indication of the type of operator license an individual is required to have in order to operate that type of vehicle/machinery.

**Entity Use:** Staff Member

**Option Use:** 1447 *Automobile license*

**Option Use:** 1448 *School bus license*

**Option Use:** 1449 *Heavy equipment license*

**Option Use:** 1450 *Commercial vehicle license*

**Option Use:** 1451 *Motorcycle license*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Employment Conditions  
Information concerning the employment contract between an individual and an organization.

---

**Option Use:** 9999 Other

**0488 Vehicle Driver's License Expiration Date**

The month, day, and year on which the individual's vehicle driver's license expires.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0489 Authorized/Insured to Use Organization Vehicles**

An indication of whether the individual is authorized and/or insured to use the employer's vehicles to conduct official business.

**Entity Use:** Staff Member

**Option Use:** 0002 Yes

**Option Use:** 0232 No

**0490 Authorized/Insured to Use Own Vehicles**

An indication of whether the individual is authorized and/or insured to use his or her own vehicles to conduct official business.

**Entity Use:** Staff Member

**Option Use:** 0002 Yes

**Option Use:** 0232 No

**0491 Union Membership/Name**

The name of the labor organization of which the individual is a member.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Salary Compensation</b>
	Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

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#### **0492 Pay Grade**

Identification of the class of an individual's position grouped by salary range.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0493 Pay Step**

An identification of the class of an individual's position within a grade, which is grouped by a salary range.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0494 Pay Range**

The pay rates assigned to a class or group of positions which define the appropriate compensation options.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0495 Base Salary or Wage**

The salary or wage an individual is paid before deductions (excluding differentials) but including annuities.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

#### **0496 Earning Rates of Pay**

The monetary unit of salary compensation an individual is paid for performance of agreed-upon duties.

**Entity Use:** **Staff Member**

**Option Use:** *0996 No option list available*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

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#### **0497 Unit of Basis for Measurement**

The cycle of time elements or other basis based on which an amount is calculated.

**Entity Use:** Staff Member

**Option Use:** 2310 *Hour*

**Option Use:** 2354 *Days*

**Option Use:** 1452 *Half-week*

**Option Use:** 1453 *Week*

**Option Use:** 1454 *Two weeks*

**Option Use:** 1455 *Half-month*

**Option Use:** 1456 *Month*

**Option Use:** 1457 *Two months*

**Option Use:** 2355 *Quarters*

**Option Use:** 2356 *Summer terms*

**Option Use:** 1458 *Half-year*

**Option Use:** 1459 *Year*

**Option Use:** 1460 *Current pay period*

**Option Use:** 1461 *Quarter-to-date*

**Option Use:** 1462 *Year-to-date*

**Option Use:** 1463 *Inception-to-date*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

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**Option Use:** 1464 *Per occasion or job completion*

**Option Use:** 1465 *Unit*

**Option Use:** 1466 *Visit*

**Option Use:** 9999 *Other*

#### 0498 Other Compensation Type

An indication of the category of income, wages, or benefits an individual receives as compensation for service in compliance with the employment agreement.

**Entity Use:** Staff Member

**Option Use:** 1467 *Supplement pay/compensation*

**Option Use:** 1468 *Fringe benefit*

**Option Use:** 1469 *In-kind compensation*

**Option Use:** 9999 *Other*

#### 0499 Supplemental Pay Type

An indication of the type of additional monetary compensation to an individual for his or her performance, position, additional duties or responsibilities, professional development or qualification, or extended time of work.

**Entity Use:** Staff Member

**Option Use:** 1470 *Bonus for student performance of school*

**Option Use:** 1471 *Bonus for student performance of class*

**Option Use:** 1472 *Merit bonus*

**Option Use:** 1473 *Hazard pay*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

---

**Option Use:** 1474 *Locality supplement*

**Option Use:** 1475 *Position bonus*

**Option Use:** 1476 *Shortage position supplement*

**Option Use:** 1477 *Saving bonus*

**Option Use:** 1478 *Voluntary transfer*

**Option Use:** 1479 *Bilingual work*

**Option Use:** 1480 *Co-curricular activities*

**Option Use:** 1481 *Coaching supplement*

**Option Use:** 1482 *Curriculum work*

**Option Use:** 1483 *Department chair*

**Option Use:** 1484 *Extra-curricular activities*

**Option Use:** 1485 *General additional duties*

**Option Use:** 1486 *Longevity*

**Option Use:** 1487 *Mentoring*

**Option Use:** 2043 *Special education*

**Option Use:** 1488 *Technology responsibilities*

**Option Use:** 1489 *Training*

**Option Use:** 0715 *Tutoring*

**Option Use:** 1490 *Advance skill supplement*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

---

- Option Use:** 1491 *Assessment*
- Option Use:** 1492 *Certification supplement*
- Option Use:** 1493 *Credit/course completion supplement*
- Option Use:** 1494 *Degree supplement*
- Option Use:** 1495 *Education time*
- Option Use:** 1496 *Professional affiliation supplement*
- Option Use:** 1497 *Extended salary*
- Option Use:** 1498 *Overtime*
- Option Use:** 0138 *Summer salary*
- Option Use:** 1499 *Sabbatical*
- Option Use:** 9999 *Other*

#### **0500 Salary for Overtime**

The amount paid to an individual in either a temporary or permanent position for services rendered that are additional to those performed in the normal work period for which he or she is compensated under regular or temporary salary or wage rate.

- Entity Use:** Staff Member
- Option Use:** 0996 *No option list available*

#### **0501 Overtime Identifier**

The amount of time at which an individual begins to earn overtime pay rather than base pay.

- Entity Use:** Staff Member
- Option Use:** 0996 *No option list available*



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

---

#### 0502 Compensation Description

A description of the compensation (salary, supplemental pay, fringe benefits, in-kind compensation, or other) an individual receives for the position.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0503 Compensation Eligibility

The maximum amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual is eligible to receive for performance of duties within a position.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0504 Compensation Amount

The amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual receives for performance of duties within a position.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

#### 0506 Eligibility Status

An appraisal as to whether an individual is or is not eligible for a given benefit plan.

**Entity Use:** Employee Benefit

**Option Use:** 1549 *Eligible*

An individual meets all criteria necessary to participate in a plan.

**Option Use:** 1550 *Eligible, but coverage declined*

An individual meets all criteria necessary to participate in a plan, but has refused coverage.

**Option Use:** 1551 *Not eligible for participation*

An individual does not meet all criteria necessary to participate in a plan.

#### 0507 Ineligibility Reason

A description of the reason an individual is not covered by or is not eligible to receive an employee benefit.

**Entity Use:** Employee Benefit

**Option Use:** 0996 *No option list available*

#### 0508 Coverage Description

A description or title of the actual plan, program, or policy by which an individual is provided coverage.

**Entity Use:** Employee Benefit

**Option Use:** 0996 *No option list available*

#### 0509 Coverage Type

The specific type of plan (e.g., family coverage, high option, low option, term, whole life) by which an individual is covered.

**Entity Use:** Employee Benefit

**Option Use:** 0996 *No option list available*

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

#### **0510 Coverage Identifier**

Information necessary to identify an individual's benefit plan (e.g., group reference, policy number, etc.).

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

#### **0511 Coverage Amount**

The total amount or degree to which an individual is entitled benefits.

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

#### **0512 Special Terms**

A description of any special benefits of an individual's coverage (e.g., double indemnity benefits).

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

#### **0513 Coverage Beginning Date**

The month, day, and year on which an individual's benefit plan becomes effective.

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

#### **0514 Coverage Ending Date**

The month, day, and year on which an individual's benefit plan ends.

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

#### 0515 Vesting Percentage

The current percentage of a benefit plan to which a plan participant has earned a vested interest.

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

#### 0516 Anticipated Use Date

The earliest possible month, day, and year on which a benefit will be paid off in a lump-sum payment or distributed in installments to an individual.

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

#### 0517 Actual Use Date

The month, day, and year on which a benefit will be paid off in a lump-sum payment or distributed in installments to an individual.

**Entity Use:** Employee Benefit

**Option Use:** 0996 No option list available

#### 0187 Name of Institution

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 1136 State-assigned Code for Institution

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0123 *Mailing address*

**Option Use:** 0124 *Shipping address*

**Option Use:** 0765 *Physical location address*

**Option Use:** 2382 *Other organization address*

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 *No option list available*

#### 0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 *No option list available*

#### 0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 *No option list available*

#### 0090 City

The name of the city in which an address is located.

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0186 Name of County

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 1133 State-assigned County Code

An alphanumeric code assigned for the county by the state.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0100 County FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 3289 01

Alabama

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3312 27  
Minnesota

**Option Use:** 3313 28  
Mississippi

**Option Use:** 3314 29  
Missouri

**Option Use:** 3315 30  
Montana

**Option Use:** 3316 31  
Nebraska

**Option Use:** 3317 32  
Nevada

**Option Use:** 3318 33  
New Hampshire

**Option Use:** 3319 34  
New Jersey

**Option Use:** 3320 35  
New Mexico

**Option Use:** 3321 36  
New York

**Option Use:** 3322 37  
North Carolina

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3323 38  
North Dakota

**Option Use:** 3324 39  
Ohio

**Option Use:** 3325 40  
Oklahoma

**Option Use:** 3326 41  
Oregon

**Option Use:** 3327 42  
Pennsylvania

**Option Use:** 3328 44  
Rhode Island

**Option Use:** 3329 45  
South Carolina

**Option Use:** 3330 46  
South Dakota

**Option Use:** 3331 47  
Tennessee

**Option Use:** 3332 48  
Texas

**Option Use:** 3333 49  
Utah

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 3348 AL

Alabama

**Option Use:** 3349 AK

Alaska

**Option Use:** 3350 AZ

Arizona

**Option Use:** 3351 AR

Arkansas

**Option Use:** 3352 CA

California

**Option Use:** 3353 CO

Colorado

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3354 *CT*  
Connecticut

**Option Use:** 3355 *DE*  
Delaware

**Option Use:** 3356 *DC*  
District of Columbia

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Option Use:** 3389 *SD*  
South Dakota

**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3398 WY

Wyoming

**Option Use:** 3399 DO

Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 DD

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 BI

Bureau of Indian Affairs

**Option Use:** 3402 AS

American Samoa

**Option Use:** 3403 GU

Guam

**Option Use:** 3404 MP

Northern Marianas

**Option Use:** 3405 PR

Puerto Rico

**Option Use:** 3406 VI

Virgin Islands

#### **0188 Name of State**

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0096 Main telephone number

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 0350 *Alternate telephone number*

**Option Use:** 0359 *Answering service*

**Option Use:** 0370 *Beeper number*

**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### **0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 *No option list available*

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 *No option list available*

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0767 Organization

**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Employee Benefit Carrier

**Option Use:** 0996 No option list available

#### 0187 Name of Institution

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

#### 1136 State-assigned Code for Institution

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0123 Mailing address

**Option Use:** 0124 Shipping address

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 0765 *Physical location address*

**Option Use:** 2382 *Other organization address*

**0272 Street Number/Name**

The street number and street name or post office box number of an address.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Employee Benefit Contributor

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 0996 No option list available

### 1133 State-assigned County Code

An alphanumeric code assigned for the county by the state.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

### 0100 County FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Option Use:** 3313 28

Mississippi

**Option Use:** 3314 29

Missouri



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

## 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 3348 *AL*

Alabama

**Option Use:** 3349 *AK*

Alaska

**Option Use:** 3350 *AZ*

Arizona

**Option Use:** 3351 *AR*

Arkansas

**Option Use:** 3352 *CA*

California

**Option Use:** 3353 *CO*

Colorado

**Option Use:** 3354 *CT*

Connecticut

**Option Use:** 3355 *DE*

Delaware

**Option Use:** 3356 *DC*

District of Columbia

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Option Use:** 3389 *SD*  
South Dakota

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin

**Option Use:** 3398 *WY*  
Wyoming

**Option Use:** 3399 *DO*  
Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*  
Department of Defense Dependents Schools (domestic)



**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 3401 *BI*

Bureau of Indian Affairs

**Option Use:** 3402 *AS*

American Samoa

**Option Use:** 3403 *GU*

Guam

**Option Use:** 3404 *MP*

Northern Marianas

**Option Use:** 3405 *PR*

Puerto Rico

**Option Use:** 3406 *VI*

Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### **0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 *No option list available*

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0767 *Organization*

**Option Use:** 9999 *Other*

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

#### **0120 Electronic Mail Address**

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

#### **0505 Fringe Benefit Type**

An indication of the type of compensation or benefit in a form other than direct wages, provided in whole or in part by an employer to the employee.

**Entity Use:** Staff Member

**Option Use:** 1501 Social Security Old Age Insurance

**Option Use:** 1502 Social Security Survivor Insurance

**Option Use:** 1503 Social Security Disability Insurance

**Option Use:** 1504 Medicare for the Aged and Disabled Hospital Insurance

**Option Use:** 1505 Medicare for the Aged and Disabled Supplementary Medical Insurance

**Option Use:** 1506 Other Social Security benefits

**Option Use:** 1507 Employee Retirement Income Security Act (ERISA)

**Option Use:** 1508 Defined benefit plan

**Option Use:** 1509 Defined contribution plan

**Option Use:** 1510 Other pension plan

**Option Use:** 1511 Individual retirement account (IRA)

**Option Use:** 1512 Health insurance - health maintenance organization (HMO)

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 1513 *Health insurance - preferred provider organization (PPO)*

**Option Use:** 1514 *Other health plan*

**Option Use:** 1515 *Dental care plan*

**Option Use:** 2313 *Prescription drug plan*

**Option Use:** 1516 *Vision plan*

**Option Use:** 1517 *Mental health and substance abuse benefits*

**Option Use:** 1518 *Retiree health insurance*

**Option Use:** 1519 *Health promotion program*

**Option Use:** 1520 *Consolidated Omnibus Budget Reconciliation Act (COBRA)*

**Option Use:** 1521 *Worker's compensation*

**Option Use:** 1522 *Non-occupational temporary disability insurance plan*

**Option Use:** 1523 *Short-term disability plan - employment-based private program*

**Option Use:** 2314 *Long-term disability plan - employment-based private program*

**Option Use:** 1606 *Sick leave*

Leave granted an individual for treatment and recovery from a health condition.

**Option Use:** 1597 *Annual leave*

Leave granted an individual for use at his or her discretion (upon pre-approval in many instances) to be taken during the work year. Some or all accumulated annual leave may be carried forward from one year to the next, depending upon the employer's regulations. Organizational policy designates whether annual leave is considered to be exclusive of sick leave.

**Option Use:** 1527 *Leave sharing/leave bank*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 1599 *Compensatory leave time*

Leave granted for an individual to take leave time accumulated from overtime or other supplemental work.

**Option Use:** 1600 *Family and medical leave*

Leave granted an individual for the following reasons: 1) childbirth and care for the child (maternity/paternity); 2) adoption or placement of a foster child; 3) care for a seriously ill child, spouse or parent; and 4) a serious health condition making the employee unable to perform the duties of his or her job.

**Option Use:** 1530 *Other leave*

**Option Use:** 1531 *Uniform and laundry fees*

**Option Use:** 1532 *Transportation subsidy*

**Option Use:** 1533 *Parking subsidy*

**Option Use:** 1534 *Recreation subsidies*

**Option Use:** 1535 *Child care*

**Option Use:** 1536 *Car*

**Option Use:** 1537 *Housing allowances*

**Option Use:** 1538 *Tuition for children of staff*

**Option Use:** 1539 *Employee assistance program*

**Option Use:** 1540 *Long-term care insurance*

**Option Use:** 1541 *Group life insurance plan*

**Option Use:** 1542 *Survivor benefits*

**Option Use:** 1543 *Educational assistance benefits*

**Domain:** Staff

**Section:** Current Employment

**Category:** Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

---

**Option Use:** 2312 *Legal service plan*

**Option Use:** 1545 *Dependent care*

**Option Use:** 1546 *Stock ownership plan*

**Option Use:** 1573 *Profit sharing plan*

**Option Use:** 1548 *Other direct subsidies*

**Option Use:** 9999 *Other*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Employee Benefit Contributions</b>
	Information about individuals and organizations, including but not exclusively the staff member or employer, that contribute to a benefit plan to which a staff member belongs.

---

#### **0518 Benefit Contributor Type**

An indication of the category of an individual or institution that donates to an employee's benefit plan.

<b>Entity Use:</b>	<b>Employee Benefit Contributor</b>
<b>Option Use:</b>	<b>1552 Employer</b>
<b>Option Use:</b>	<b>1553 State education agency/state government</b>
<b>Option Use:</b>	<b>0066 Local education agency (e.g., school district, diocese)</b>
<b>Option Use:</b>	<b>1554 Regional education service center</b>
<b>Option Use:</b>	<b>1555 Community organization, business, or group</b>
<b>Option Use:</b>	<b>1556 Other organization, business, or group</b>
<b>Option Use:</b>	<b>1557 Individual employee</b>
<b>Option Use:</b>	<b>1558 Individual other than employee</b>
<b>Option Use:</b>	<b>9999 Other</b>

#### **0519 Benefit Contribution Type**

An indication of the form of donation an individual or institution gives to an employee's benefit plan.

<b>Entity Use:</b>	<b>Employee Benefit Contributor</b>
<b>Option Use:</b>	<b>1559 Monetary</b>
<b>Option Use:</b>	<b>1560 In-kind</b>
<b>Option Use:</b>	<b>9999 Other</b>

#### **0520 Benefit Contribution Amount**

The monetary amount or description of the contribution given to an employee's benefit plan.



**Domain:** Staff

**Section:** Current Employment

**Category:** Employee Benefit Contributions

Information about individuals and organizations, including but not exclusively the staff member or employer, that contribute to a benefit plan to which a staff member belongs.

---

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

**0521 Payment Required per Pay Period**

The monetary amount that must be paid each pay period in order for an individual to be covered by or participate in an employee benefit program.

**Entity Use:** Employee Benefit Contributor

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**0131 First Name**

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**0184 Middle Name**

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**0844 Middle Initial**

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**0156 Last/Surname**

The name borne in common by members of a family.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**0135 Generation Code/Suffix**

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

#### 0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0522 Relationship to Staff Member

An indication of an employee's relationship with an individual or organization (e.g., a charity to which benefits are designated).

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0123 Mailing address

**Option Use:** 0765 Physical location address

**Option Use:** 1073 Other home address

**Option Use:** 1074 Employer's address

**Option Use:** 1075 Employment address

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**1133 State-assigned County Code**

An alphanumeric code assigned for the county by the state.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

#### **0100 County FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### **0268 State FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3306 21  
Kentucky

**Option Use:** 3307 22  
Louisiana

**Option Use:** 3308 23  
Maine

**Option Use:** 3309 24  
Maryland

**Option Use:** 3310 25  
Massachusetts

**Option Use:** 3311 26  
Michigan

**Option Use:** 3312 27  
Minnesota

**Option Use:** 3313 28  
Mississippi

**Option Use:** 3314 29  
Missouri

**Option Use:** 3315 30  
Montana

**Option Use:** 3316 31  
Nebraska

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### **0267 State Abbreviation**

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Beneficiary (Individual)

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3348 *AL*

Alabama

**Option Use:** 3349 *AK*

Alaska

**Option Use:** 3350 *AZ*

Arizona

**Option Use:** 3351 *AR*

Arkansas

**Option Use:** 3352 *CA*

California

**Option Use:** 3353 *CO*

Colorado

**Option Use:** 3354 *CT*

Connecticut

**Option Use:** 3355 *DE*

Delaware

**Option Use:** 3356 *DC*

District of Columbia

**Option Use:** 3357 *FL*

Florida

**Option Use:** 3358 *GA*

Georgia

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Option Use:** 3389 *SD*  
South Dakota

**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin

**Option Use:** 3398 *WY*  
Wyoming

**Option Use:** 3399 *DO*  
Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*  
Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*  
Bureau of Indian Affairs

**Option Use:** 3402 *AS*  
American Samoa

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3403 GU

Guam

**Option Use:** 3404 MP

Northern Marianas

**Option Use:** 3405 PR

Puerto Rico

**Option Use:** 3406 VI

Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available



**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Option Use:** 2364 Facsimile number

**Option Use:** 0400 Appointment telephone number

**Option Use:** 0426 Telex number

**Option Use:** 0437 Telemail

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 0448 Voice mail

**Option Use:** 0478 Instant messaging number

**Option Use:** 0486 Media conferencing number

#### 0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0151 International Code Number

The international code for the telephone number.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0996 No option list available

#### 0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Beneficiary (Individual)

**Option Use:** 0507 Home/personal

**Option Use:** 0518 Work

**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Beneficiary (Individual)

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 0996 No option list available

#### 0187 Name of Institution

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

#### 1136 State-assigned Code for Institution

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0123 Mailing address

**Option Use:** 0124 Shipping address

**Option Use:** 0765 Physical location address

**Option Use:** 2382 Other organization address

#### 0272 Street Number/Name

The street number and street name or post office box number of an address.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

**1133 State-assigned County Code**

An alphanumeric code assigned for the county by the state.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

#### **0100 County FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

#### **0268 State FIPS (Federal Information Processing Standards) Code**

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3306 21  
Kentucky

**Option Use:** 3307 22  
Louisiana

**Option Use:** 3308 23  
Maine

**Option Use:** 3309 24  
Maryland

**Option Use:** 3310 25  
Massachusetts

**Option Use:** 3311 26  
Michigan

**Option Use:** 3312 27  
Minnesota

**Option Use:** 3313 28  
Mississippi

**Option Use:** 3314 29  
Missouri

**Option Use:** 3315 30  
Montana

**Option Use:** 3316 31  
Nebraska

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania



**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### **0267 State Abbreviation**

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Beneficiary (Organization)

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3348 *AL*  
Alabama

**Option Use:** 3349 *AK*  
Alaska

**Option Use:** 3350 *AZ*  
Arizona

**Option Use:** 3351 *AR*  
Arkansas

**Option Use:** 3352 *CA*  
California

**Option Use:** 3353 *CO*  
Colorado

**Option Use:** 3354 *CT*  
Connecticut

**Option Use:** 3355 *DE*  
Delaware

**Option Use:** 3356 *DC*  
District of Columbia

**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Option Use:** 3368 *MD*  
Maryland

**Option Use:** 3369 *MA*  
Massachusetts

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3370 *MI*  
Michigan

**Option Use:** 3371 *MN*  
Minnesota

**Option Use:** 3372 *MS*  
Mississippi

**Option Use:** 3373 *MO*  
Missouri

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma

**Option Use:** 3385 *OR*  
Oregon

**Option Use:** 3386 *PA*  
Pennsylvania

**Option Use:** 3387 *RI*  
Rhode Island

**Option Use:** 3388 *SC*  
South Carolina

**Option Use:** 3389 *SD*  
South Dakota

**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin

**Option Use:** 3398 *WY*  
Wyoming

**Option Use:** 3399 *DO*  
Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*  
Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 *BI*  
Bureau of Indian Affairs

**Option Use:** 3402 *AS*  
American Samoa

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 3403 GU

Guam

**Option Use:** 3404 MP

Northern Marianas

**Option Use:** 3405 PR

Puerto Rico

**Option Use:** 3406 VI

Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 No option list available



**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 *No option list available*

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 *No option list available*

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0096 *Main telephone number*

**Option Use:** 0350 *Alternate telephone number*

**Option Use:** 0359 *Answering service*

**Option Use:** 0370 *Beeper number*

**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Domain:** Staff

**Section:** Current Employment

**Category:** Beneficiary

Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

---

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### 0151 International Code Number

The international code for the telephone number.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 *No option list available*

#### 0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 *No option list available*

#### 0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0767 *Organization*

**Option Use:** 9999 *Other*

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Beneficiary (Organization)

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Payroll Information</b>
	Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

---

#### **0523 Gross Income Amount**

The amount of income and supplemental pay earned before deductions for the specific time period.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0524 Adjusted Income Amount**

The amount of income and supplemental pay earned after deductions for the specific time period.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0525 Advance Pay**

The amount paid to an individual prior to services rendered (e.g., deposit).

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0526 Payroll Calculation Cycle**

The time element that governs the amount calculated in payroll to an employee.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0527 Payroll Deduction Type**

The type of deduction to be withheld from the employee's paycheck.

**Entity Use:** Staff Member

**Option Use:** 1561 Federal income tax

**Option Use:** 1562 State income tax

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

---

- Option Use:** 1563 *Local income tax*
- Option Use:** 1564 *Social Security FICA*
- Option Use:** 1565 *Medicare*
- Option Use:** 1566 *State teacher retirement system*
- Option Use:** 1567 *State public employee retirement system*
- Option Use:** 1568 *Industrial/professional insurance*
- Option Use:** 1569 *Group medical insurance*
- Option Use:** 1570 *Group dental insurance*
- Option Use:** 1571 *Term life insurance*
- Option Use:** 1572 *Permanent life insurance*
- Option Use:** 1573 *Profit sharing plan*
- Option Use:** 1574 *Retirement plan - 401(k) or 403(b)*
- Option Use:** 1575 *Charity*
- Option Use:** 1576 *Annuity*
- Option Use:** 1577 *Child/dependent care benefits reimbursement*
- Option Use:** 1578 *Child support disbursement unit*
- Option Use:** 1579 *Alimony payment*
- Option Use:** 1580 *Credit union*
- Option Use:** 1581 *Recreation fee*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

---

**Option Use:** 1582 *Parking fee*

**Option Use:** 1583 *Uninsured medical expenses*

**Option Use:** 1584 *Section 457*

**Option Use:** 1585 *Loan repayment*

**Option Use:** 9999 *Other*

#### 0528 Payroll Tax Treatment Status

An indication of whether a payroll deduction is made prior to or after taxes have been withheld, according to rules of the taxing authorities.

**Entity Use:** Staff Member

**Option Use:** 1586 *Pre-tax*

**Option Use:** 1587 *After tax*

**Option Use:** 1588 *Non-taxed*

#### 0529 Deduction Period

The length of time in which money is withheld or deducted from the employee's paycheck, which begins on the month, day, and year on which the deduction is first made, and ends on the month, day, and year on which the last deduction is made.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0530 Deduction Amount

The amount of money to be withheld or deducted from the employee's paycheck.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Current Employment</b>
<b>Category:</b>	<b>Payroll Information</b>
	Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

---

#### **0531 Annual Maximum Payroll Deduction Allowed**

The maximum allowable amount of money within a year that would be withheld or deducted from the employee's paycheck.

**Entity Use:**     **Staff Member**

**Option Use:**     *0996 No option list available*

#### **0532 Electronic Deposit Bank Routing Number**

An identification number uniquely assigned to a bank for the purpose of conducting electronic transfers of funds.

**Entity Use:**     **Staff Member**

**Option Use:**     *0996 No option list available*

#### **0533 Electronic Deposit Bank Account Number**

An identification number uniquely assigned to an account within a bank for the purpose of conducting electronic transfers of funds.

**Entity Use:**     **Staff Member**

**Option Use:**     *0996 No option list available*

#### **0534 Bank Account Type**

The type of bank account that is under an individual's name.

**Entity Use:**     **Staff Member**

**Option Use:**     *1589 Checking*

**Option Use:**     *1590 Savings*

**Option Use:**     *1591 Money market*

**Option Use:**     *9999 Other*

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

---

#### 0535 Deposit Amount

The amount that is deposited into an individual's bank account.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0536 Deposit Date

The month, day, and year on which the deposit was made to an individual's bank account.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0537 Earned Income Credit

The amount of tax credit available to an eligible individual that he or she can use to reduce his or her tax liability.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Tax Withholding Information

Information about deductions by an employer from employee compensation for the payment of federal and state income tax. It is paid in a prescribed manner to the taxing authority.

---

#### 0538 Form Type

An indication of the type of form that is required to be filled out by an individual for tax records.

**Entity Use:** Staff Member

**Option Use:** 1592 *Federal W-4 form*

**Option Use:** 1593 *State form*

**Option Use:** 9999 *Other*

#### 0539 Form Date

The month, day, and year on which the required tax form is filled out by the individual.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### 0860 Marital Status for Tax Withholding

An indication of the marital condition of an individual for tax purposes.

**Entity Use:** Staff Member

**Option Use:** 1041 *Married*

**Option Use:** 0142 *Single*

**Option Use:** 0210 *Married but withholding at single rate*



**Domain:** Staff

**Section:** Current Employment

**Category:** Tax Withholding Information

Information about deductions by an employer from employee compensation for the payment of federal and state income tax. It is paid in a prescribed manner to the taxing authority.

---

#### **0541 Number of Dependents**

The number of persons (minor or adult) for whom an individual provides primary support as defined by the taxing authority.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0542 Allowances Number**

The total number of personal allowances an individual is claiming on his or her tax withholding form.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Current Employment

**Category:** Attendance Status

Information about any legitimate absence from duty assignments by an individual.

---

#### 0543 Leave Type

An indication of the class or kind of leave for which an employee is eligible to take with approval.

**Entity Use:** Staff Member

**Option Use:** 1596 *Administrative*

Leave granted an individual for special situations necessitating leave not authorized elsewhere.

**Option Use:** 1597 *Annual leave*

Leave granted an individual for use at his or her discretion (upon pre-approval in many instances) to be taken during the work year. Some or all accumulated annual leave may be carried forward from one year to the next, depending upon the employer's regulations. Organizational policy designates whether annual leave is considered to be exclusive of sick leave.

**Option Use:** 1598 *Bereavement*

Leave granted an individual to be taken upon the death of an immediate family member. With approval of an employer, bereavement period can last for an extended period of time.

**Option Use:** 1599 *Compensatory leave time*

Leave granted for an individual to take leave time accumulated from overtime or other supplemental work.

**Option Use:** 1600 *Family and medical leave*

Leave granted an individual for the following reasons: 1) childbirth and care for the child (maternity/paternity); 2) adoption or placement of a foster child; 3) care for a seriously ill child, spouse or parent; and 4) a serious health condition making the employee unable to perform the duties of his or her job.

**Option Use:** 1601 *Government-requested*

Leave granted an individual for government-requested reasons such as jury duty, court witnessing, and voting.

**Option Use:** 1602 *Military leave*

Leave granted an individual because of requirements for service in the armed forces.

**Domain:** Staff

**Section:** Current Employment

**Category:** Attendance Status

Information about any legitimate absence from duty assignments by an individual.

---

**Option Use:** 1603 *Personal*

Leave granted an individual for personal reasons, including emergency circumstances.

**Option Use:** 1604 *Release time*

Leave granted an individual for participating in professional development activities.

**Option Use:** 1605 *Sabbatical leave*

Leave, sometimes referred to as leave of absence, granted an individual following a designated number of consecutive years of service, to provide members of the instructional staff with an opportunity for self-improvement through activities such as graduate study, occupational experience or training, travel, writing, or recuperation.

**Option Use:** 1606 *Sick leave*

Leave granted an individual for treatment and recovery from a health condition.

**Option Use:** 1607 *Suspension*

Leave mandated to an individual that prohibits him or her from attending work or carrying out assigned duties.

**Option Use:** 9999 *Other*

#### **0544 Leave Substitution Status**

An indication of the type of substitution provided for an individual's job assignment during the period of his/her absence.

**Entity Use:** Staff Member

**Option Use:** 1608 *No substitution*

**Option Use:** 1609 *Substitution by an individual without proof of required credentials*

**Option Use:** 1610 *Substitution by an individual with proof of required credentials*

#### **0545 Leave Payment Status**

An indication as to whether an individual receives compensation from the employer during a time of leave.

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Attendance Status  
Information about any legitimate absence from duty assignments by an individual.

---

**Entity Use:** Staff Member

**Option Use:** 1611 With pay

**Option Use:** 1612 Without pay

#### 0546 Maximum Leave Allowed

The maximum number of hours of leave that an individual can accrue during a calendar or fiscal year.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0547 Leave Accrued

The actual number of hours of leave earned but not yet taken by an individual.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0548 Hours of Leave Used

The number of hours of leave an individual has taken.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0549 Leave Beginning Date

The month, day, and year on which the individual begins his or her leave.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### 0550 Leave Ending Date

The month, day, and year on which the individual ends his or her leave.

**Domain:** Staff

**Section:** Current Employment

**Category:** Attendance Status

Information about any legitimate absence from duty assignments by an individual.

---

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

#### **0551 Leave Balance**

The current number of hours of leave available for use by an individual.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Current Employment  
**Category:** Grievances  
Information relating to any official grievances filed by, or on behalf of, the employee regarding his or her employment.

---

**0552 Grievance Description**

Any statement or official expression submitted by an employee as a grievance about his or her employment.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0553 Grievance Date**

The month, day, and year on which a grievance was filed by an employee.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0554 Grievance Action**

Any action taken by the employer as a result of a grievance filed by an employee.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0555 Grievance Resolution Date**

The month, day, and year on which a resolution of a grievance was announced.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**0556 Grievance Outcome**

An indication of the action(s) taken or not taken by the employer as a result of a grievance filed by an employee.

**Entity Use:** Staff Member

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

---

#### 0557 Job Classification

A description of the specific group of duties and responsibilities of a position. (Note: A list of options and their codes can be found in Appendix H.)

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0558 Assignment Description

Further description of a staff assignment that fully defines the activity, as necessary. For example, a "teacher" assignment would be defined in terms of the grade levels taught or the types of duties involved (e.g., lead teacher for a class of third graders).

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0436 Teaching Assignment

The teaching field taught by an individual.

**Entity Use:** Assignment

**Option Use:** 1296 Early childhood

**Option Use:** 0789 Pre-kindergarten

**Option Use:** 0805 Kindergarten

**Option Use:** 1304 Elementary

**Option Use:** 2400 Middle

**Option Use:** 2403 Secondary

**Option Use:** 0068 Curriculum and instruction

**Option Use:** 0097 Educational administration

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

---

**Option Use:** 1183 *Public administration and services*

**Option Use:** 0302 *Guidance counseling*

Programs that provide advice and guidance for students who need assistance in choosing course or areas for major study, preparing for a vocation or further education, or coping with personal or learning problems.

**Option Use:** 0120 *Educational psychology*

**Option Use:** 1164 *Library science*

**Option Use:** 1305 *Accounting*

**Option Use:** 1306 *Business and management*

**Option Use:** 1307 *Other business*

**Option Use:** 1163 *Liberal arts and sciences, general studies and humanities*

**Option Use:** 1308 *English or language arts*

**Option Use:** 1162 *English language and literature/letters*

**Option Use:** 1309 *Journalism/communications*

**Option Use:** 0560 *Reading*

**Option Use:** 1310 *Speech*

**Option Use:** 1311 *Architecture or environmental design*

**Option Use:** 0684 *Dance*

**Option Use:** 1312 *Drama/Theater*

**Option Use:** 1313 *Music*



**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

---

**Option Use:** 1314 *Visual arts*

**Option Use:** 2371 *Foreign language and literature*

**Option Use:** 1315 *Chinese*

**Option Use:** 1316 *French*

**Option Use:** 1317 *German*

**Option Use:** 1318 *Italian*

**Option Use:** 1319 *Japanese*

**Option Use:** 1320 *Latin*

**Option Use:** 1321 *Russian*

**Option Use:** 1322 *Spanish*

**Option Use:** 1323 *Other languages*

**Option Use:** 1324 *Computer science*

**Option Use:** 1157 *Engineering*

**Option Use:** 1166 *Mathematics*

**Option Use:** 1325 *Biology or life science*

**Option Use:** 1326 *Chemistry*

**Option Use:** 1327 *Earth/space science/geology*

**Option Use:** 1328 *General science*

**Option Use:** 1329 *Health education*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Assignment Information</b>
	Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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- Option Use:**    *1330   Physical science*
- Option Use:**    *1331   Physics*
- Option Use:**    *1332   Other natural sciences*
- Option Use:**    *1150   Area, ethnic and cultural studies*
- Option Use:**    *1333   American Indian/Native American studies*
- Option Use:**    *1334   Anthropology*
- Option Use:**    *1335   Civics*
- Option Use:**    *1336   Economics*
- Option Use:**    *0547   Geography*
- Option Use:**    *0550   History*
- Option Use:**    *1337   Humanities*
- Option Use:**    *1338   Law*
- Option Use:**    *0558   Multi/Interdisciplinary studies*
- Option Use:**    *1339   Philosophy*
- Option Use:**    *1340   Political science and government*
- Option Use:**    *1181   Psychology*
- Option Use:**    *1342   Religion*
- Option Use:**    *0563   Social studies*
- Option Use:**    *1343   Sociology*

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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**Option Use:** 1344 *Other area or ethnic studies*

**Option Use:** 1345 *Other social studies/social sciences*

**Option Use:** 1346 *Basic skills or remedial education*

**Option Use:** 0251 *Bilingual education*

**Option Use:** 0256 *English as a second language*

**Option Use:** 0557 *Military science*

**Option Use:** 0559 *Physical education*

**Option Use:** 2381 *Gifted and talented*

**Option Use:** 2043 *Special education*

**Option Use:** 1348 *Autism*

**Option Use:** 1349 *Deaf and hard-of-hearing*

**Option Use:** 1350 *Developmentally delayed*

**Option Use:** 1351 *Early childhood special education*

**Option Use:** 1352 *Emotionally disturbed or behavior disorders*

**Option Use:** 1353 *Learning disabilities*

**Option Use:** 1354 *Mentally disabled*

**Option Use:** 1355 *Mildly/moderately disabled*

**Option Use:** 1357 *Severely/profoundly disabled*

**Option Use:** 1356 *Orthopedically impaired*

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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**Option Use:** 1358 *Speech/language impaired*

**Option Use:** 1359 *Traumatically brain-injured*

**Option Use:** 1360 *Visually impaired*

**Option Use:** 1361 *Other special education*

**Option Use:** 1362 *Agriculture or natural resources*

**Option Use:** 1363 *Business/office*

**Option Use:** 1364 *Career education*

**Option Use:** 1153 *Communications technologies*

**Option Use:** 1366 *Cosmetology*

**Option Use:** 1367 *Family and consumer science (home economics)*

**Option Use:** 1368 *Food/restaurant skills and services*

**Option Use:** 1369 *Health professions and occupations*

**Option Use:** 1370 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*

**Option Use:** 1371 *Other vocational/technical education*

**Option Use:** 9999 *Other*

#### **0437 Instructional Level**

An indication of the general nature of instruction provided throughout a course.

**Entity Use:** Assignment

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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**Option Use:** 0568 *Remedial*

A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

**Option Use:** 0569 *Special education course*

A course that adopts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.

**Option Use:** 0570 *Basic*

A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

**Option Use:** 0571 *General*

A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

**Option Use:** 0572 *Honors level*

An advanced level course designed for students who have earned honors status according to educational requirements.

**Option Use:** 0573 *Gifted and talented level*

An advanced level course designed primarily for students who have qualified for and enrolled in a school, educational institution, or district gifted and talented program.

**Option Use:** 0574 *International Baccalaureate program*

A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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**Option Use:** 0575 *Advanced placement*

An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

**Option Use:** 0576 *College level*

A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

**Option Use:** 0577 *Untracked*

A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

**Option Use:** 0578 *English Language Learner (ELL)*

A course designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

**Option Use:** 0579 *Accepted as a high school equivalent*

A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

**Option Use:** 9999 *Other*

#### 0559 Scope of Assignment

The range or extent of an individual's current assignment.

**Entity Use:** Assignment

**Option Use:** 1613 *Statewide*

An assignment consisting of activities which extend or apply to an entire state.

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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**Option Use:** 1614 *More-than-agency wide*

An assignment consisting of activities which extend or apply to more than one school agency (e.g., regional services).

**Option Use:** 1615 *Agency wide*

An assignment consisting of activities which extend or apply to all of the operational units in a local agency.

**Option Use:** 1616 *Multi-operational unit but less-than-agency wide*

An assignment consisting of activities which extend or apply to more than a single unit (e.g., a school) but which are not agency wide in their application.

**Option Use:** 1617 *Single operational unit*

An assignment consisting of activities which extend or apply to only one single unit (e.g., a school).

#### 0560 Itinerant Teacher

An indication of whether a teacher provides instruction in more than one instructional site.

**Entity Use:** Assignment

**Option Use:** 0002 *Yes*

**Option Use:** 0232 *No*

#### 0561 Essential Personnel Identifier

An indication as to whether an individual is considered by his or her employer to have job assignments essential during an emergency situation necessitating that his or her attendance at work is required regardless of any liberal leave or emergency administrative leave announcement.

**Entity Use:** Assignment

**Option Use:** 1618 *Essential*

**Option Use:** 1619 *Non-essential*

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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#### 0562 Time Period Classification

An indication of the manner in which yearly time periods are accounted for.

**Entity Use:** Assignment

**Option Use:** 1620 *Calendar year*

A twelve-month period beginning January 1 and ending December 31.

**Option Use:** 1621 *Fiscal year*

A twelve-month period, not necessarily corresponding to the calendar year, for which an organization plans its use of funds.

#### 0563 Time Period

A specific fiscal or calendar year.

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### 0266 Session Type

A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

**Entity Use:** Assignment

**Option Use:** 0827 *Full school year*

A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

**Option Use:** 0828 *Semester*

One of two equal segments into which a school year is divided.

**Option Use:** 0829 *Trimester*

One of three equal segments into which a school year is divided.



**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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**Option Use:** 0830 *Quarter*

One of four equal segments into which a school year is divided.

**Option Use:** 0831 *Quinmester*

One of five equal segments into which a school year is divided.

**Option Use:** 0832 *Mini-term*

A school term which is shorter than a regular session.

**Option Use:** 0833 *Summer term*

A school term which takes place in the summer between two regular school terms.

**Option Use:** 0834 *Intersession*

A short session which occurs between longer sessions.

**Option Use:** 0835 *Long session*

A session that is longer than a semester but shorter than a full year.

**Option Use:** 0837 *Twelve month*

An educational program that operates on a full twelve month cycle.

**Option Use:** 9999 *Other*

#### **0828 Teaching Assignment Beginning Date**

The month, day, and year on which a teaching assignment begins.

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### **0829 Teaching Assignment Ending Date**

The month, day, and year on which a teaching assignment ends.

**Entity Use:** Assignment

**Domain:** Staff

**Section:** Assignments

**Category:** Assignment Information

Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

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**Option Use:** 0996 No option list available

#### **0285 Total Days in Session**

The total number of days in a given session. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### **0195 Number of Hours in School Day**

The number of hours (or portion of hours) in the day in which the school is normally in session.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Operational Unit to Which Assigned</b>
	The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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#### **0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### **1136 State-assigned Code for Institution**

An alphanumeric code assigned by the state for the institution.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### **0129 Facility Type**

The functional or organizational classification of a function of a facility.

**Entity Use:** Assignment

**Option Use:** 0752 Community facility

A building or site belonging to the community and used by an education institution.

**Option Use:** 0753 Home of student

The residence of a student.

**Option Use:** 0754 Hospital

A building or site belonging to or used by a hospital, sanatorium, or convalescent home.

**Option Use:** 0103 Administrative office

A building or site used to house offices to support activities concerned with the overall business/management, planning, and evaluation of an education agency or school.

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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**Option Use:** 0756 *Residential facility*

A building or site, belonging to or used by an education institution, at which students are boarded and lodged as well as instructed.

**Option Use:** 0758 *Education facility (PK-12)*

A building or site used to support preschool, elementary, and/or secondary instruction or specialized educational program and other education-related services to students.

**Option Use:** 0759 *Shared education facility*

A building or site that belongs to either a public or private school system but which is used by both. This includes private schools that are used for public school classes or programs.

**Option Use:** 0760 *Support facility*

A building or site, not otherwise identified, which is not necessarily used for instructional purposes. This includes administrative offices, carpools, garages, or warehouses.

**Option Use:** 0761 *Vocational training center*

A building or site that is used to provide vocational education and training.

**Option Use:** 0098 *Correction or detention facility*

A place for the confinement of persons in lawful detention.

**Option Use:** 0100 *Religious facility*

A building or site that belongs to a religious organization and used by an education institution.

**Option Use:** 0342 *Postsecondary facility*

A building or site that belongs to a college or university.

**Option Use:** 0101 *Business facility*

A building or site that belongs to a business.

**Option Use:** 9999 *Other*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Operational Unit to Which Assigned</b>
	The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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#### 0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0147 Identification System

A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

**Entity Use:** Assignment

**Option Use:** 0186 LEA number for school

**Option Use:** 0197 SEA number for school

**Option Use:** 0208 NCES number for school

**Option Use:** 0763 SEA number for LEA

**Option Use:** 0216 NCES number for LEA

**Option Use:** 0264 Federal identification number

**Option Use:** 0764 Other federally assigned number

**Option Use:** 0276 Dun and Bradstreet number (i.e., DUNS number)

**Option Use:** 0222 Other agency number (e.g., Roman Catholic diocese or association number)

**Option Use:** 0175 College Board/ACT code set of PK-grade 12 institutions

**Option Use:** 0243 College Board Admission Testing Program (ATP) number

**Option Use:** 0254 American College Testing (ACT) program number

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Operational Unit to Which Assigned</b>
	The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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**Option Use:**    *0233 Integrated Postsecondary Education Data System (IPEDS) number*

**Option Use:**    *9999 Other*

#### **0025 Address Type**

The type of address listed for an individual or organization.

**Entity Use:**    **Assignment**

**Option Use:**    *0123 Mailing address*

**Option Use:**    *0124 Shipping address*

**Option Use:**    *0765 Physical location address*

**Option Use:**    *2382 Other organization address*

#### **00272 Street Number/Name**

The street number and street name or post office box number of an address.

**Entity Use:**    **Assignment**

**Option Use:**    *0996 No option list available*

#### **0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:**    **Assignment**

**Option Use:**    *0996 No option list available*

#### **0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:**    **Assignment**

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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**Option Use:** 0996 No option list available

#### 0090 City

The name of the city in which an address is located.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0186 Name of County

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 1133 State-assigned County Code

An alphanumeric code assigned for the county by the state.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0100 County FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Domain:** Staff  
**Section:** Assignments  
**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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**Entity Use:** Assignment

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida



**Domain:** Staff  
**Section:** Assignments  
**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3299 13  
Georgia

**Option Use:** 3300 15  
Hawaii

**Option Use:** 3301 16  
Idaho

**Option Use:** 3302 17  
Illinois

**Option Use:** 3303 18  
Indiana

**Option Use:** 3304 19  
Iowa

**Option Use:** 3305 20  
Kansas

**Option Use:** 3306 21  
Kentucky

**Option Use:** 3307 22  
Louisiana

**Option Use:** 3308 23  
Maine

**Option Use:** 3309 24  
Maryland

**Domain:** Staff  
**Section:** Assignments  
**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3310 25  
Massachusetts

**Option Use:** 3311 26  
Michigan

**Option Use:** 3312 27  
Minnesota

**Option Use:** 3313 28  
Mississippi

**Option Use:** 3314 29  
Missouri

**Option Use:** 3315 30  
Montana

**Option Use:** 3316 31  
Nebraska

**Option Use:** 3317 32  
Nevada

**Option Use:** 3318 33  
New Hampshire

**Option Use:** 3319 34  
New Jersey

**Option Use:** 3320 35  
New Mexico

**Domain:** Staff  
**Section:** Assignments  
**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

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**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

#### 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Assignment

**Option Use:** 3348 AL

Alabama

**Option Use:** 3349 AK

Alaska

**Option Use:** 3350 AZ

Arizona

**Option Use:** 3351 AR

Arkansas

**Domain:** Staff  
**Section:** Assignments  
**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3352 CA  
California

**Option Use:** 3353 CO  
Colorado

**Option Use:** 3354 CT  
Connecticut

**Option Use:** 3355 DE  
Delaware

**Option Use:** 3356 DC  
District of Columbia

**Option Use:** 3357 FL  
Florida

**Option Use:** 3358 GA  
Georgia

**Option Use:** 3359 HI  
Hawaii

**Option Use:** 3360 ID  
Idaho

**Option Use:** 3361 IL  
Illinois

**Option Use:** 3362 IN  
Indiana

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3363 *IA*

Iowa

**Option Use:** 3364 *KS*

Kansas

**Option Use:** 3365 *KY*

Kentucky

**Option Use:** 3366 *LA*

Louisiana

**Option Use:** 3367 *ME*

Maine

**Option Use:** 3368 *MD*

Maryland

**Option Use:** 3369 *MA*

Massachusetts

**Option Use:** 3370 *MI*

Michigan

**Option Use:** 3371 *MN*

Minnesota

**Option Use:** 3372 *MS*

Mississippi

**Option Use:** 3373 *MO*

Missouri

**Domain:** Staff  
**Section:** Assignments  
**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3374 *MT*  
Montana

**Option Use:** 3375 *NE*  
Nebraska

**Option Use:** 3376 *NV*  
Nevada

**Option Use:** 3377 *NH*  
New Hampshire

**Option Use:** 3378 *NJ*  
New Jersey

**Option Use:** 3379 *NM*  
New Mexico

**Option Use:** 3380 *NY*  
New York

**Option Use:** 3381 *NC*  
North Carolina

**Option Use:** 3382 *ND*  
North Dakota

**Option Use:** 3383 *OH*  
Ohio

**Option Use:** 3384 *OK*  
Oklahoma



**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3385 *OR*

Oregon

**Option Use:** 3386 *PA*

Pennsylvania

**Option Use:** 3387 *RI*

Rhode Island

**Option Use:** 3388 *SC*

South Carolina

**Option Use:** 3389 *SD*

South Dakota

**Option Use:** 3390 *TN*

Tennessee

**Option Use:** 3391 *TX*

Texas

**Option Use:** 3392 *UT*

Utah

**Option Use:** 3393 *VT*

Vermont

**Option Use:** 3394 *VA*

Virginia

**Option Use:** 3395 *WA*

Washington

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 3396 WV

West Virginia

**Option Use:** 3397 WI

Wisconsin

**Option Use:** 3398 WY

Wyoming

**Option Use:** 3399 DO

Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 DD

Department of Defense Dependents Schools (domestic)

**Option Use:** 3401 BI

Bureau of Indian Affairs

**Option Use:** 3402 AS

American Samoa

**Option Use:** 3403 GU

Guam

**Option Use:** 3404 MP

Northern Marianas

**Option Use:** 3405 PR

Puerto Rico

**Option Use:** 3406 VI

Virgin Islands

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Operational Unit to Which Assigned</b>
	The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Operational Unit to Which Assigned</b>
	The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

## 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

- Entity Use:**     **Assignment**
- Option Use:**    **0096   Main telephone number**
- Option Use:**    **0350   Alternate telephone number**
- Option Use:**    **0359   Answering service**
- Option Use:**    **0370   Beeper number**
- Option Use:**    **2364   Facsimile number**
- Option Use:**    **0400   Appointment telephone number**
- Option Use:**    **0426   Telex number**
- Option Use:**    **0437   Telemail**
- Option Use:**    **0448   Voice mail**
- Option Use:**    **0478   Instant messaging number**
- Option Use:**    **0486   Media conferencing number**

## 0151 International Code Number

The international code for the telephone number.

- Entity Use:**     **Assignment**
- Option Use:**    **0996   No option list available**

## 0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Assignment

**Option Use:** 0767 Organization

**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0304 Web Site Address (URL)

Unique Resource Locator. The unique address of a Web page.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Operational Unit to Which Assigned</b>
	The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

#### 0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0156 Last/Surname

The name borne in common by members of a family.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

#### 0208 Position Title

The descriptive name of an individual's position.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 *No option list available*

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 *No option list available*

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Immediate Supervisor

**Option Use:** 0096 *Main telephone number*

**Option Use:** 0350 *Alternate telephone number*

**Option Use:** 0359 *Answering service*

**Option Use:** 0370 *Beeper number*

**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 0448 Voice mail

**Option Use:** 0478 Instant messaging number

**Option Use:** 0486 Media conferencing number

#### 0151 International Code Number

The international code for the telephone number.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Immediate Supervisor

**Option Use:** 0996 No option list available

#### 0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Immediate Supervisor

**Option Use:** 0507 Home/personal

**Option Use:** 0518 Work

**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Immediate Supervisor



**Domain:** Staff

**Section:** Assignments

**Category:** Operational Unit to Which Assigned

The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

---

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Assignments

**Category:** Schedule for Current Assignment

Information about the specific time schedule for a current assignment of an individual.

---

#### **0475 Full-time Equivalency (FTE)**

The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### **0476 Full-time Status**

An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

**Entity Use:** Assignment

**Option Use:** 2015 *Full-time employment*

**Option Use:** 2016 *Part-time employment*

#### **0480 Scheduled Work Time Daily**

The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### **0481 Scheduled Work Days Weekly**

The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### **0482 Scheduled Work Months Annually**

The specific month(s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

**Domain:** Staff

**Section:** Assignments

**Category:** Schedule for Current Assignment

Information about the specific time schedule for a current assignment of an individual.

---

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Assignments

**Category:** Staff Assignment Workload

Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

---

#### 0107 Course Title

The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0122 Elementary Subject/Course

A classification of related subjects/courses or units of subjects/courses provided for students of elementary school levels.

**Entity Use:** Assignment

**Option Use:** 0539 Computer science programming

**Option Use:** 0540 Computer skills/literacy

**Option Use:** 0541 Elective activities

**Option Use:** 0256 English as a second language

**Option Use:** 0542 Fine arts - art

**Option Use:** 0543 Fine arts - dance

**Option Use:** 0544 Fine arts - drama/theater

**Option Use:** 0545 Fine arts - music

**Option Use:** 2371 Foreign language and literature

**Option Use:** 0547 Geography

**Option Use:** 0548 Handwriting/penmanship

**Domain:** Staff

**Section:** Assignments

**Category:** Staff Assignment Workload

Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

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**Option Use:** 0549 *Health*

**Option Use:** 0550 *History*

**Option Use:** 0551 *Home economics*

**Option Use:** 0552 *Industrial arts*

**Option Use:** 0553 *Keyboarding/typing*

**Option Use:** 0554 *Language arts*

**Option Use:** 0555 *Library skills*

**Option Use:** 0556 *Mathematics/arithmetic*

**Option Use:** 0557 *Military science*

**Option Use:** 0558 *Multi/Interdisciplinary studies*

**Option Use:** 0559 *Physical education*

**Option Use:** 0560 *Reading*

**Option Use:** 0561 *Religious education and theology*

**Option Use:** 0562 *Science*

**Option Use:** 0563 *Social studies*

**Option Use:** 0565 *Spelling*

**Option Use:** 0566 *Study skills*

**Option Use:** 0567 *Test preparation*

**Option Use:** 9999 *Other*

**Domain:** Staff

**Section:** Assignments

**Category:** Staff Assignment Workload

Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

---

#### 0102 Course Code

The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. (Note: For courses at the secondary level only, a list of course codes and titles can be found in Appendix N.)

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0103 Course Code System

A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

**Entity Use:** Assignment

**Option Use:** 0533 *NCES Pilot Standard National Course Classification System for Secondary Education Codes*

**Option Use:** 0534 *State course code*

**Option Use:** 0535 *LEA course code*

**Option Use:** 0536 *School course code*

**Option Use:** 0537 *University course code*

**Option Use:** 0538 *Intermediate agency course code*

**Option Use:** 9999 *Other*

#### 0292 Unique Course Code

A unique number that identifies the classroom, the subjects taught, and the instructors that are assigned.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Assignments

**Category:** Staff Assignment Workload

Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

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#### **0270 State Higher Education Course Requirement**

Code indicating that the course meets the state university admissions requirements for a particular subject area.

**Entity Use:** Assignment

**Option Use:** 0002 Yes

**Option Use:** 0232 No

**Option Use:** 9997 Unknown

#### **0209 Principle Medium of Instruction**

The principle medium by which the student receives instructional communication from his or her teacher(s).

**Entity Use:** Assignment

**Option Use:** 0603 Computer-based

Instruction facilitated by a computer using self-contained educational software with which learners interact.

**Option Use:** 0604 Correspondence

Instruction which provides for the systematic exchange of materials between teacher and student by mail.

**Option Use:** 0605 Direct student-teacher interaction

Instruction by one or more teachers physically present (e.g., by a single teacher or by a team of two or more teachers).

**Option Use:** 0606 Directed self-study

Self-study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

**Domain:** Staff

**Section:** Assignments

**Category:** Staff Assignment Workload

Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

---

**Option Use:** 0607 *Distance learning*

Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

**Option Use:** 0608 *Interactive telecommunications*

Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.

**Option Use:** 0609 *Center-based instruction*

Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

**Option Use:** 0610 *Independent study*

Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

**Option Use:** 0611 *Internship*

Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

**Option Use:** 9999 *Other*

#### 0154 Language of Instruction

The language that is used for presenting the instructional materials.

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### 0857 Number of Students in Class

The number of students for the classroom for which the individual is responsible for providing learning experiences and care during a particular time period or in a given discipline.

**Entity Use:** Assignment



***Domain:***                **Staff**

***Section:***              **Assignments**

***Category:***            **Staff Assignment Workload**

Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

---

**Option Use:**    **0996**   *No option list available*

**Domain:** Staff  
**Section:** Assignments  
**Category:** Program Information

Information about the nature of the program to which an individual is assigned.

---

#### 0031 School Level

An indication of the level of the education institution.

**Entity Use:** Assignment

**Option Use:** 0787 *Infants/toddlers*

**Option Use:** 1981 *Preschool/early childhood*

**Option Use:** 0789 *Pre-kindergarten*

**Option Use:** 2397 *Primary*

**Option Use:** 1304 *Elementary*

**Option Use:** 2399 *Intermediate*

**Option Use:** 2400 *Middle*

**Option Use:** 2401 *Junior*

**Option Use:** 2402 *High school*

**Option Use:** 2403 *Secondary*

**Option Use:** 1302 *All levels*

**Option Use:** 0013 *Adult*

#### 0229 Program Type

The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community. (List: A list of options and their codes can be found in Appendix I.)

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Program Information</b>
	Information about the nature of the program to which an individual is assigned.

---

## 0222 Program Funding Source

Ultimate and intermediate providers of funds for a particular educational or service program or activity or for an individual's participation in the program or activity.

<b>Entity Use:</b>	<b>Assignment</b>
<b>Option Use:</b>	<b>0797 Federal government (e.g., BIA, Military, US Department of Education, US Department of Agriculture)</b>
<b>Option Use:</b>	<b>0617 State government</b>
<b>Option Use:</b>	<b>0622 Local/community government</b>
<b>Option Use:</b>	<b>0654 College/University</b>
<b>Option Use:</b>	<b>0675 School</b>
<b>Option Use:</b>	<b>0997 Business</b>
<b>Option Use:</b>	<b>0698 Community</b>
<b>Option Use:</b>	<b>0709 Self (tuition/fees)</b>
<b>Option Use:</b>	<b>0720 Parent/guardian (tuition/fees)</b>
<b>Option Use:</b>	<b>0731 Parent/teacher organizations</b>
<b>Option Use:</b>	<b>0739 Individuals (endowments)</b>
<b>Option Use:</b>	<b>0749 Foundations and other charitable organizations</b>
<b>Option Use:</b>	<b>0218 Religious organization</b>
<b>Option Use:</b>	<b>1899 Parent/guardian's employer</b>
<b>Option Use:</b>	<b>0772 Unions</b>

**Domain:** Staff

**Section:** Assignments

**Category:** Program Information

Information about the nature of the program to which an individual is assigned.

---

**Option Use:** 0219 *Fraternal organization*

**Option Use:** 0786 *Insurance*

**Option Use:** 9999 *Other*

#### **0568 Function Type**

The purpose of the program activities to which an individual is assigned as related to students. (Note: A list of function types can be found in Appendix K.)

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Activity Sponsorships</b>
	Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

---

#### 0023 Activity Title

The title that identifies a particular co-curricular or extra-curricular activity.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

#### 0679 Activity Involvement Code

The code used to identify the co-curricular or extra-curricular activity in which the individual is involved.

**Entity Use:** Assignment

**Option Use:** 0628 Archery

**Option Use:** 0629 Badminton

**Option Use:** 0630 Baseball

**Option Use:** 0631 Basketball

**Option Use:** 0633 Bowling

**Option Use:** 0634 Boxing

**Option Use:** 0667 Cheerleading

**Option Use:** 0635 Crew

**Option Use:** 0636 Cross country

**Option Use:** 0637 Diving

**Option Use:** 0639 Fencing

**Option Use:** 0638 Field hockey

**Option Use:** 0640 Football

**Domain:** Staff

**Section:** Assignments

**Category:** Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

---

**Option Use:** 0641 Golf

**Option Use:** 0642 Gymnastics

**Option Use:** 0644 Ice hockey

**Option Use:** 0645 Lacrosse

**Option Use:** 0646 Martial arts

**Option Use:** 0647 Polo

**Option Use:** 0648 Racquetball

**Option Use:** 0664 Rodeo

**Option Use:** 0649 Rugby

**Option Use:** 0650 Sailing

**Option Use:** 0665 Scuba diving

**Option Use:** 0651 Skiing

**Option Use:** 0652 Soccer

**Option Use:** 0653 Softball

**Option Use:** 0655 Squash

**Option Use:** 0656 Swimming

**Option Use:** 0657 Synchronized swimming

**Option Use:** 0658 Team handball

**Option Use:** 0666 Team manager

**Domain:** Staff

**Section:** Assignments

**Category:** Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

---

**Option Use:** 0659 Tennis

**Option Use:** 0660 Track and field

**Option Use:** 0661 Volleyball

**Option Use:** 0662 Water polo

**Option Use:** 0663 Wrestling

**Option Use:** 0668 Other sport

**Option Use:** 0671 Class officer

**Option Use:** 0670 Class president

**Option Use:** 0932 Student body officer

**Option Use:** 0669 Student body president

**Option Use:** 0672 Other student leadership and government

**Option Use:** 0677 Band

**Option Use:** 0680 Chorus

**Option Use:** 0679 Jazz ensemble

**Option Use:** 0674 Music - instrumental

**Option Use:** 0676 Music - theory and composition

**Option Use:** 0673 Music - vocal

**Option Use:** 0678 Orchestra

**Option Use:** 0681 Other music

**Domain:** Staff

**Section:** Assignments

**Category:** Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

---

**Option Use:** 0684 *Dance*

**Option Use:** 0685 *Dance team*

**Option Use:** 0696 *Drama club*

**Option Use:** 0688 *Drill team*

**Option Use:** 0682 *Theater/drama*

**Option Use:** 0734 *Thespian Society*

**Option Use:** 0689 *Other performing arts*

**Option Use:** 0721 *4 H*

**Option Use:** 0729 *Academic team/knowledge bowl*

**Option Use:** 0683 *Art and graphic design*

**Option Use:** 0700 *Art club*

**Option Use:** 0718 *Boy Scouts*

**Option Use:** 0691 *Broadcasting*

**Option Use:** 0713 *Business Professionals of America*

**Option Use:** 0722 *Chess club*

**Option Use:** 0701 *Computer club*

**Option Use:** 0707 *Distributive Education Clubs of America (DECA)*

**Option Use:** 0705 *Family, Career and Community Leaders of America*

**Option Use:** 0694 *Family consumer science*



**Domain:** Staff

**Section:** Assignments

**Category:** Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

---

**Option Use:** 0724 *Fraternity*

**Option Use:** 0702 *Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL)*

**Option Use:** 0703 *Future Teachers of America*

**Option Use:** 0719 *Girl Scouts*

**Option Use:** 0706 *Health Occupations Students of America*

**Option Use:** 0690 *Journalism*

**Option Use:** 0717 *Key Club*

**Option Use:** 0697 *Language club*

**Option Use:** 0693 *Literary magazine*

**Option Use:** 0726 *National Forensic League*

**Option Use:** 0704 *National Future Farmers of America (FFA)*

**Option Use:** 0714 *Peer counseling*

**Option Use:** 0699 *Science club*

**Option Use:** 0723 *Sorority*

**Option Use:** 0695 *Speech/debate*

**Option Use:** 0716 *Students Against Drunk Driving (SADD)*

**Option Use:** 0708 *Technology Student Association (TSA)*

**Option Use:** 0715 *Tutoring*

**Option Use:** 0712 *Vocational Industrial Clubs of America*

**Domain:** Staff

**Section:** Assignments

**Category:** Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

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**Option Use:** 0692 *Year book*

**Option Use:** 0725 *Other club or organization*

**Option Use:** 0732 *Mu alpha theta*

**Option Use:** 0730 *National Beta Club*

**Option Use:** 0727 *National Honor Society*

**Option Use:** 0733 *Psi Eta (Science Honorary)*

**Option Use:** 0728 *State Honor Society*

**Option Use:** 0735 *Other honor society*

**Option Use:** 9999 *Other*

#### **0020 Activity Description**

The description of a particular co-curricular or extra-curricular activity in which the individual is involved.

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### **0680 Activity Involvement Beginning Date**

The month, day, and year on which the individual began to participate in the activity.

**Entity Use:** Assignment

**Option Use:** 0996 *No option list available*

#### **0681 Activity Involvement Ending Date**

The month, day, and year on which the individual ceased to participate in the activity.

**Entity Use:** Assignment

**Domain:** Staff

**Section:** Assignments

**Category:** Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

---

**Option Use:** 0996 No option list available

**0682 Amount of Activity Involvement**

An indication of the degree to which the individual is involved in the activity (e.g., number of hours per week).

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Assignments</b>
<b>Category:</b>	<b>Other Assignment Information</b>
	Other information relating each job classification with other organizational elements including the scope and timing of the assignment as well as its location, schedule, and workload.

---

### 0830 Unit of Work

The number of objects serviced or recipients served by an individual's efforts. Examples of units of work, which form the basis for establishing the measure of an individual's efforts, include students, groups of students, square feet (for cleaners or painters), drops or outlets (for electricians).

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

### 0831 Time Expended

The amount of time relevant to measuring the unit of work in which the individual is engaged. Units of work may be measured in hours, days, weeks, months, or sessions. A painter employed by the hour might be measured by the number of squares (e.g., 10 feet by 10 feet) painted per hour, while a psychometrist's efforts would be measured by the number of students assessed per week or per session.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

### 0832 Percent of Total Time

A derived number expressing the time spent fulfilling an assignment as a percentage of the total work time possible for an individual.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

### 0637 Number of Days in Attendance

The number of days an individual is present when school is in session during a given reporting period.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

### 0638 Number of Days Absent

The number of days an individual is absent when school is in session during a given reporting period.

**Entity Use:** Assignment

**Domain:** Staff

**Section:** Assignments

**Category:** Other Assignment Information

Other information relating each job classification with other organizational elements including the scope and timing of the assignment as well as its location, schedule, and workload.

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**Option Use:** 0996 No option list available

#### 0639 Number of Tardies

The number of instances an individual is late during a given reporting period.

**Entity Use:** Assignment

**Option Use:** 0996 No option list available

**Domain:** Staff

**Section:** Evaluation and Career Development

**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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### 0833 Evaluation Purpose

The reason that an appraisal of an individual's performance is conducted.

**Entity Use:** Evaluation

**Option Use:** 2316 *End of probationary period*

An appraisal of an individual's performance marking the end of a trial period of employment.

**Option Use:** 2317 *Evaluation for advancement*

An appraisal of an individual's performance in order to determine whether it is appropriate to advance the worker in rank, compensation, grade, or position.

**Option Use:** 2318 *Evaluation for licensure*

An appraisal of an individual's performance in order to determine whether the worker is qualified to receive a license.

**Option Use:** 2319 *Periodic evaluation*

An appraisal of an individual's performance in accordance with rules or policies.

**Option Use:** 2320 *Problem resolution*

An appraisal of an individual's performance conducted to solve difficult work-related situations.

**Option Use:** 9999 *Other*

### 0834 Evaluation Periodicity

The interval at which an individual's appraisal occurs.

**Entity Use:** Evaluation

**Option Use:** 2321 *Monthly*

An appraisal of an individual's performance conducted once a month.

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 2322 *Quarterly*

An appraisal of an individual's performance conducted at regular intervals four times a year.

**Option Use:** 2323 *Semi-annually*

An appraisal of an individual's performance conducted twice a year.

**Option Use:** 2324 *Annually*

An appraisal of an individual's performance conducted once each year.

**Option Use:** 2325 *Post-probationary*

An appraisal of an individual's performance conducted after a trial period of employment.

**Option Use:** 2326 *As needed*

An appraisal of an individual's performance conducted when necessary.

**Option Use:** 9999 *Other*

**0835 Evaluation Date**

The month, day, and year on which an individual was evaluated.

**Entity Use:** Evaluation

**Option Use:** 0996 *No option list available*

**0836 Evaluation Recommendations**

The recommendations by the employer or the supervisor of the individual after an assessment of his or her performance.

**Entity Use:** Evaluation

**Option Use:** 2327 *Eligible for promotion*

An individual has performed in a manner that warrants advancement to a higher position.

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 2328 *Merit pay*

An individual has performed in a manner that merits receiving a salary increment or bonus provided for in a compensation plan.

**Option Use:** 2329 *Regular salary/step increase*

An individual has performed in a manner that warrants an automatic salary increase provided for in a compensation plan.

**Option Use:** 2330 *Granted tenure*

An individual has fulfilled specified requirements in a manner that warrants a guarantee of the position on a permanent basis.

**Option Use:** 2342 *Granted license*

An individual has met the predetermined, jurisdiction-imposed qualifications necessary for being awarded a license to practice an occupation.

**Option Use:** 2331 *Retained in position*

An individual has met the requirements of his or her job in an adequate manner.

**Option Use:** 2332 *Removed from probationary status*

An individual has performed in a manner that warrants the elimination of a trial period of employment and permanent placement in the position.

**Option Use:** 2333 *Placed on probation*

An individual has performed in a manner that warrants the initiation of a trial period of employment that may result in possible removal from employment.

**Option Use:** 2334 *Reassigned for career development needs*

An individual has performed in a manner that warrants placement in a job environment that is in some way different from his or her current situation so as to allow for the development of new skills or experiences.

**Option Use:** 2335 *Lateral reassignment*

An individual has performed in a manner that warrants reassignment of a lateral nature.



**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 2336 *Demotion*

An individual has performed in a manner that warrants placement in a lower position.

**Option Use:** 2337 *Dismissal*

An individual has performed in a manner that warrants removal from employment.

**Option Use:** 2338 *Extended probation*

An individual has performed in a manner that warrants the extension of an original trial period of employment and placement in the position.

**Option Use:** 2339 *Recommended for additional training*

An individual has performed in a manner that indicates additional training is needed to meet or fulfill his or her job requirements.

**Option Use:** 2340 *Put on administrative leave*

An individual has performed in a manner that warrants grant of administrative leave, usually pending an inquiry.

**Option Use:** 2341 *Credential revoked*

An individual has performed in a manner that warrants the removal of his or her credential.

**Option Use:** 9999 *Other*

**0564 Evaluation System**

The instrument and/or set of procedures with which an individual's performance is assessed.

**Entity Use:** Evaluation

**Option Use:** 0996 *No option list available*

**0565 Evaluation Score/Rating**

The actual quantitative or qualitative assessment of an individual's performance.

**Entity Use:** Evaluation

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 0996 No option list available

#### 0566 Evaluation Scale

The quantitative or qualitative range of possible scores/rating for an individual's performance (e.g., 0 - 10; Poor, Fair, Average, Good, Excellent).

**Entity Use:** Evaluation

**Option Use:** 0996 No option list available

#### 0567 Evaluation Outcome

The result of an assessment of an individual's performance.

**Entity Use:** Evaluation

**Option Use:** 0996 No option list available

#### 0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

#### 0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

#### 0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

**Entity Use:** Evaluator

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 0996 No option list available

**0156 Last/Surname**

The name borne in common by members of a family.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

**0135 Generation Code/Suffix**

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

**0207 Personal Title/Prefix**

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

**0208 Position Title**

The descriptive name of an individual's position.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

**0187 Name of Institution**

The full, legally accepted or popularly accepted name of the institution.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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#### 0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

#### 0147 Identification System

A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

**Entity Use:** Evaluator

**Option Use:** 0399 *Professional certificate or license number*

**Option Use:** 0495 *School-assigned number*

**Option Use:** 0593 *District-assigned number*

**Option Use:** 0686 *State-assigned number*

**Option Use:** 9999 *Other*

#### 0025 Address Type

The type of address listed for an individual or organization.

**Entity Use:** Evaluator

**Option Use:** 0123 *Mailing address*

**Option Use:** 0765 *Physical location address*

**Option Use:** 1073 *Other home address*

**Option Use:** 1074 *Employer's address*

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 1075 *Employment address*

**0272 Street Number/Name**

The street number and street name or post office box number of an address.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

**0037 Apartment/Room/Suite Number**

The apartment, room, or suite number of an address.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

**0081 Building/Site Number**

The number of the building on the site, if more than one building shares the same address.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

**0090 City**

The name of the city in which an address is located.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

**0186 Name of County**

The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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### 1133 State-assigned County Code

An alphanumeric code assigned for the county by the state.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

### 0100 County FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States can be accessed online by visiting the FIPS Home Page at <http://www.itl.nist.gov/fipspubs/>. For additional information about FIPS codes, contact the Information Technology Laboratory, National Institute of Standards and Technology (NIST), 100 Bureau Drive, Stop 8900, Gaithersburg, MD 20899-8900. The phone number is 301-975-2832.)

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

### 0268 State FIPS (Federal Information Processing Standards) Code

The Federal Information Processing Standards (FIPS) numeric code for the state.

**Entity Use:** Evaluator

**Option Use:** 3289 01

Alabama

**Option Use:** 3290 02

Alaska

**Option Use:** 3291 04

Arizona

**Option Use:** 3292 05

Arkansas

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3293 06

California

**Option Use:** 3294 08

Colorado

**Option Use:** 3295 09

Connecticut

**Option Use:** 3296 10

Delaware

**Option Use:** 3297 11

District of Columbia

**Option Use:** 3298 12

Florida

**Option Use:** 3299 13

Georgia

**Option Use:** 3300 15

Hawaii

**Option Use:** 3301 16

Idaho

**Option Use:** 3302 17

Illinois

**Option Use:** 3303 18

Indiana

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3304 19

Iowa

**Option Use:** 3305 20

Kansas

**Option Use:** 3306 21

Kentucky

**Option Use:** 3307 22

Louisiana

**Option Use:** 3308 23

Maine

**Option Use:** 3309 24

Maryland

**Option Use:** 3310 25

Massachusetts

**Option Use:** 3311 26

Michigan

**Option Use:** 3312 27

Minnesota

**Option Use:** 3313 28

Mississippi

**Option Use:** 3314 29

Missouri



**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3315 30

Montana

**Option Use:** 3316 31

Nebraska

**Option Use:** 3317 32

Nevada

**Option Use:** 3318 33

New Hampshire

**Option Use:** 3319 34

New Jersey

**Option Use:** 3320 35

New Mexico

**Option Use:** 3321 36

New York

**Option Use:** 3322 37

North Carolina

**Option Use:** 3323 38

North Dakota

**Option Use:** 3324 39

Ohio

**Option Use:** 3325 40

Oklahoma

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3326 41

Oregon

**Option Use:** 3327 42

Pennsylvania

**Option Use:** 3328 44

Rhode Island

**Option Use:** 3329 45

South Carolina

**Option Use:** 3330 46

South Dakota

**Option Use:** 3331 47

Tennessee

**Option Use:** 3332 48

Texas

**Option Use:** 3333 49

Utah

**Option Use:** 3334 50

Vermont

**Option Use:** 3335 51

Virginia

**Option Use:** 3336 53

Washington

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3337 54

West Virginia

**Option Use:** 3338 55

Wisconsin

**Option Use:** 3339 56

Wyoming

**Option Use:** 3340 58

Department of Defense Dependents Schools (overseas)

**Option Use:** 3341 59

Bureau of Indian Affairs

**Option Use:** 3342 60

American Samoa

**Option Use:** 3343 61

Department of Defense Dependents Schools (domestic)

**Option Use:** 3344 66

Guam

**Option Use:** 3345 69

Northern Marianas

**Option Use:** 3346 72

Puerto Rico

**Option Use:** 3347 78

Virgin Islands

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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#### 0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Evaluator

**Option Use:** 3348 *AL*

Alabama

**Option Use:** 3349 *AK*

Alaska

**Option Use:** 3350 *AZ*

Arizona

**Option Use:** 3351 *AR*

Arkansas

**Option Use:** 3352 *CA*

California

**Option Use:** 3353 *CO*

Colorado

**Option Use:** 3354 *CT*

Connecticut

**Option Use:** 3355 *DE*

Delaware

**Option Use:** 3356 *DC*

District of Columbia

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3357 *FL*  
Florida

**Option Use:** 3358 *GA*  
Georgia

**Option Use:** 3359 *HI*  
Hawaii

**Option Use:** 3360 *ID*  
Idaho

**Option Use:** 3361 *IL*  
Illinois

**Option Use:** 3362 *IN*  
Indiana

**Option Use:** 3363 *IA*  
Iowa

**Option Use:** 3364 *KS*  
Kansas

**Option Use:** 3365 *KY*  
Kentucky

**Option Use:** 3366 *LA*  
Louisiana

**Option Use:** 3367 *ME*  
Maine

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3368 *MD*

Maryland

**Option Use:** 3369 *MA*

Massachusetts

**Option Use:** 3370 *MI*

Michigan

**Option Use:** 3371 *MN*

Minnesota

**Option Use:** 3372 *MS*

Mississippi

**Option Use:** 3373 *MO*

Missouri

**Option Use:** 3374 *MT*

Montana

**Option Use:** 3375 *NE*

Nebraska

**Option Use:** 3376 *NV*

Nevada

**Option Use:** 3377 *NH*

New Hampshire

**Option Use:** 3378 *NJ*

New Jersey

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3379 *NM*

New Mexico

**Option Use:** 3380 *NY*

New York

**Option Use:** 3381 *NC*

North Carolina

**Option Use:** 3382 *ND*

North Dakota

**Option Use:** 3383 *OH*

Ohio

**Option Use:** 3384 *OK*

Oklahoma

**Option Use:** 3385 *OR*

Oregon

**Option Use:** 3386 *PA*

Pennsylvania

**Option Use:** 3387 *RI*

Rhode Island

**Option Use:** 3388 *SC*

South Carolina

**Option Use:** 3389 *SD*

South Dakota

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3390 *TN*  
Tennessee

**Option Use:** 3391 *TX*  
Texas

**Option Use:** 3392 *UT*  
Utah

**Option Use:** 3393 *VT*  
Vermont

**Option Use:** 3394 *VA*  
Virginia

**Option Use:** 3395 *WA*  
Washington

**Option Use:** 3396 *WV*  
West Virginia

**Option Use:** 3397 *WI*  
Wisconsin

**Option Use:** 3398 *WY*  
Wyoming

**Option Use:** 3399 *DO*  
Department of Defense Dependents Schools (overseas)

**Option Use:** 3400 *DD*  
Department of Defense Dependents Schools (domestic)



**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 3401 *BI*  
Bureau of Indian Affairs

**Option Use:** 3402 *AS*  
American Samoa

**Option Use:** 3403 *GU*  
Guam

**Option Use:** 3404 *MP*  
Northern Marianas

**Option Use:** 3405 *PR*  
Puerto Rico

**Option Use:** 3406 *VI*  
Virgin Islands

#### 0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

#### 0305 Zip Code

The five or nine digit zip code portion of an address.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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#### 0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in Appendix C.)

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

#### 0185 Name of Country

The name of the country in which an address is located.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

#### 0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

#### 0280 Telephone Number Type

The type of communication number listed for an individual or organization.

**Entity Use:** Evaluator

**Option Use:** 0096 Main telephone number

**Option Use:** 0350 Alternate telephone number

**Option Use:** 0359 Answering service

**Option Use:** 0370 Beeper number

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 2364 *Facsimile number*

**Option Use:** 0400 *Appointment telephone number*

**Option Use:** 0426 *Telex number*

**Option Use:** 0437 *Telemail*

**Option Use:** 0448 *Voice mail*

**Option Use:** 0478 *Instant messaging number*

**Option Use:** 0486 *Media conferencing number*

#### **0151 International Code Number**

The international code for the telephone number.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

#### **0279 Telephone Number**

The telephone number including the area code, and extension, if applicable.

**Entity Use:** Evaluator

**Option Use:** 0996 *No option list available*

#### **0121 Electronic Mail Address Type**

The type of electronic mail (e-mail) address listed for an individual or organization.

**Entity Use:** Evaluator

**Option Use:** 0507 *Home/personal*

**Option Use:** 0518 *Work*

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Quality of Performance

Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

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**Option Use:** 9999 Other

#### 0120 Electronic Mail Address

The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**Entity Use:** Evaluator

**Option Use:** 0996 No option list available

**Domain:** Staff  
**Section:** Evaluation and Career Development  
**Category:** Career Development Alternatives

An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

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#### 0557 Job Classification

A description of the specific group of duties and responsibilities of a position. (Note: A list of options and their codes can be found in Appendix H.)

**Entity Use:** Evaluation

**Option Use:** 0996 *No option list available*

#### 0229 Program Type

The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community. (List: A list of options and their codes can be found in Appendix I.)

**Entity Use:** Evaluation

**Option Use:** 0996 *No option list available*

#### 0568 Function Type

The purpose of the program activities to which an individual is assigned as related to students. (Note: A list of function types can be found in Appendix K.)

**Entity Use:** Evaluation

**Option Use:** 0996 *No option list available*

#### 0569 Readiness for Assignment of Greater Responsibility

The degree to which an individual's capabilities would permit successful performance in an assignment of greater responsibility if and when such a position becomes available.

**Entity Use:** Evaluation

**Option Use:** 2343 *Immediately eligible*

Ready for greater responsibility or assignment of broader scope at the present time.

**Option Use:** 2344 *In the future*

Ready for greater responsibility or assignment of broader scope in the future with more training or experience.

**Domain:** Staff

**Section:** Evaluation and Career Development

**Category:** Career Development Alternatives

An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

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**Option Use:** 2345 *Not ready*

Not ready for the greater responsibility or assignment of broader scope.

**Option Use:** 9999 *Other*

#### 0570 Career Development Needs

A description of the exposure and preparation needed by an individual to be ready for a specified future assignment or position.

**Entity Use:** Evaluation

**Option Use:** 1622 *No preparation or additional experience required*

No need of further preparation prior to an individual assuming a specified future assignment.

**Option Use:** 1623 *Job specialization required*

Exposure to a job of a specialized nature would provide experience valuable to an individual's career development.

**Option Use:** 1624 *Task assignment required*

Exposure to a temporary task would provide experience valuable to an individual's career development.

**Option Use:** 1625 *Job rotation required*

Assuming different positions and job responsibilities would provide overall experience valuable to an individual's career development.

**Option Use:** 1626 *Formal preparation/credentials required*

Required formalized training or coursework would provide background or exposure valuable to an individual's career development.

**Option Use:** 9999 *Other*

#### 0571 Preparation Type

A description of the kind of formal training or coursework (e.g., courses, seminars, institutes) recommended for an individual's development.

**Domain:** Staff

**Section:** Evaluation and Career Development

**Category:** Career Development Alternatives

An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

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**Entity Use:** Evaluation

**Option Use:** 0996 No option list available

#### 0572 Preparation Location

The location where the recommended training takes place (e.g. within an organization, at an outside firm, or at an education institution).

**Entity Use:** Evaluation

**Option Use:** 0996 No option list available

#### 0573 Preparation Duration

The approximate length of time in days, weeks, months, or years that the recommended training requires.

**Entity Use:** Evaluation

**Option Use:** 0996 No option list available

#### 0574 Preparation Funding

The source of funds used to pay for recommended training (e.g., an individual, an employer, or some other organization).

**Entity Use:** Evaluation

**Option Use:** 0996 No option list available

<b>Domain:</b>	<b>Staff</b>
<b>Section:</b>	<b>Evaluation and Career Development</b>
<b>Category:</b>	<b>Complaint</b>
	Information relating to any complaints filed by another individual(s) against the employee regarding the latter's employment.

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#### **0575 Source of Complaint**

The origin of any statement or official expression submitted by another individual against the employee about his or her employment.

**Entity Use:**     **Evaluation**

**Option Use:**     *0996 No option list available*

#### **0576 Date of Complaint**

The month, day, and year on which a statement or official expression is submitted by another individual against the employee about his or her employment.

**Entity Use:**     **Evaluation**

**Option Use:**     *0996 No option list available*

#### **0577 Nature of Complaint**

The nature of any statement or official expression submitted by another individual against the employee about his or her employment.

**Entity Use:**     **Evaluation**

**Option Use:**     *0996 No option list available*

#### **0578 Resolution of Complaint**

Any action taken by the employer to resolve the complaint filed by another individual against the employee about his or her employment.

**Entity Use:**     **Evaluation**

**Option Use:**     *0996 No option list available*



**Domain:** Staff

**Section:** Separation from Employment

**Category:** Separation from Employment

Information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

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#### **0579 Employment Separation Date**

The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### **0580 Employment Separation Type**

A designation of the type of separation occurring between an individual and the organization.

**Entity Use:** Staff Member

**Option Use:** 2346 *Voluntary separation*

A decision made solely by the involved employee (e.g., a resignation)

**Option Use:** 2347 *Involuntary separation*

A decision made solely by the employer (e.g., a layoff or discharge).

**Option Use:** 2348 *Mutual agreement*

A decision arrived at jointly by both the employee and the employer.

**Option Use:** 9999 *Other*

#### **0434 Employment Separation Reason**

The primary reason for the termination of the employment relationship.

**Entity Use:** Staff Member

**Option Use:** 1387 *Other employment in education*

Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

**Domain:** Staff  
**Section:** Separation from Employment  
**Category:** Separation from Employment

Information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

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**Option Use:** 1388 *Other employment outside of education*

Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

**Option Use:** 1389 *Retirement*

Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

**Option Use:** 1390 *Family/personal relocation*

Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

**Option Use:** 1391 *Change of assignment*

Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

**Option Use:** 1392 *Formal study or research*

Separation resulting from an individual leaving an employer to study or undertake research activities.

**Option Use:** 1393 *Illness/disability*

Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

**Option Use:** 1394 *Homemaking/caring for a family member*

Separation resulting from an individual's decision to become a homemaker, to spend time rearing his or her children, or to care for his or her parent/guardian.

**Option Use:** 1395 *Layoff due to budgetary reduction*

Separation resulting from a decrease in the monies available to an organization for staffing.

**Domain:** Staff  
**Section:** Separation from Employment  
**Category:** Separation from Employment

Information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

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**Option Use:** 1396 *Layoff due to organizational restructuring*

Separation resulting from changes in the administrative, personnel or executive structure of an organization.

**Option Use:** 1397 *Layoff due to decreased workload*

Separation resulting from a reduction in the amount of work to be done.

**Option Use:** 1398 *Discharge due to unsuitability*

Separation resulting from the incompatibility of an individual's work style or skills with the requirements of his or her position.

**Option Use:** 1399 *Discharge due to misconduct*

Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

**Option Use:** 1400 *Discharge due to continued absence or tardiness*

Separation resulting from not being present or being late for work on a frequent basis.

**Option Use:** 1401 *Discharge due to a falsified application form*

Separation resulting from untrue or misleading information provided on the employment application.

**Option Use:** 1402 *Discharge due to credential revoked or suspended*

Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

**Option Use:** 1403 *Discharge due to unsatisfactory work performance*

Separation resulting from job activities carried out below a standard of quality.

**Option Use:** 1404 *Death*

Separation resulting from the death of an individual.

**Option Use:** 1405 *Personal reason*

Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

**Domain:** Staff  
**Section:** Separation from Employment  
**Category:** Separation from Employment

Information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

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**Option Use:** 1406 *Lay off due to lack of funding*

Separation resulting from the position being eliminated due to lack of funds.

**Option Use:** 1407 *Lost credential*

Separation resulting from the individual losing the credential required for the position.

**Option Use:** 1408 *Reason unknown*

Separation resulting from an individual leaving an agency or system for an unknown reason.

**Option Use:** 9999 *Other*

#### **0581 Severance Pay**

The amount of money, based on last salary, length of service and age, which an employee may be paid when separated involuntarily from an agency, such as during a reduction-in-force. In most cases, an employee is ineligible for severance pay if the separation results from misconduct or if he or she is eligible to retire on an immediate annuity.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*

#### **0582 Reemployment Eligibility**

The degree of satisfaction with an individual's past performance as it relates to future consideration of his or her possible rehiring in the organization.

**Entity Use:** Staff Member

**Option Use:** 1627 *Eligible for reemployment*

The organization should have no reservations about reemploying the individual in a position for which he or she is qualified.

**Option Use:** 1628 *Not eligible for reemployment*

The organization should not rehire the individual.

**Domain:** Staff

**Section:** Separation from Employment

**Category:** Separation from Employment

Information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

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**Option Use:** 1629 *Eligible on a conditional basis*

The organization should rehire the individual provided specified conditions are met.

### **0583 Reason Not Eligible for Reemployment**

A description of the rationale for determining that an individual is not eligible for reemployment by the organization.

**Entity Use:** Staff Member

**Option Use:** 0996 *No option list available*